#### CHAPTER 23

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# CLAIM

|   | Address  | ERVICE RENDERED, BY WHOM, |
|---|--|---------------------------|
|   |  | DOLLARS CTS.              |
|   |  |                           |
|   | SAMPLE   |                           |
| Pursuant to the provisions and penalties  I hereby certify that the foregoing is just a credits and that no part of the same has been p | and correct, that the amount claimed is legally due, aft | ter allowing all just     |
|   | (SIGNATURE OF CLAIMAN                                    | NT)                       |

| CLAIM NO WARRANT NO         | I have examined the within claim and hereby certify as follows:   |       |
|-----------------------------|---|-------|
| IN FAVOR OF                 | That it is in proper form. That it is duly authenticated as required by law. That it is based upon   Contract Statutory Authority   |       |
| \$                          | That it is apparently    { correct incorrect  |       |
| ON ACCOUNT OF APPROPRIATION | Signature   | Title |
| ALLOWED,                    | I certify that the within bill is true and correct; that the supplies and materials therein itemized and for which charge was made were ordered by me and were necessary to the public business; that each and every item has been delivered to me and was in accordance with contract, except: |       |

Prescribed by State Board of Accounts

Town Form No. 39 (Rev. 1995)

### **ACOUNTS PAYABLE VOUCHER**

| TOWN OF                     |                    | , INDIANA  |                  |
|-----------------------------|--------------------|--|------------------|
|                             |                    | nized must show: kind of service, where performed, dates service rende urs, rate per hour, number of units, price per unit, etc. | red, by          |
|                             | Payee              | Purchase Order No.   |                  |
|                             |                    | Terms  |                  |
|                             |                    | Date Due   |                  |
| Invoice<br>Date             | Invoice<br>Number  | Description (or note attached invoice(s) or bill(s))   | Amount           |
|                             |                    | OI R   |                  |
|                             |                    |  |                  |
|                             |                    | SALVE  |                  |
|                             |                    |  |                  |
|                             |                    |  |                  |
|                             |                    | tached invoice(s), or bill(s), is (are) true and correct and that the mate s made were ordered and received except               |                  |
| 1101111200 1110100          | mior willor onargo | o made vere eracioa ana received except  |                  |
|                             |                    |  |                  |
|                             | ,                  | Signature  | Title            |
| I hereby<br>with IC 5-11-10 |                    | ched invoice(s), or bill(s), is (are) true and correct and I have audited san  | ne in accordance |
|                             | ,                  | Clerk-Treasurer  |                  |

| IN THE SUM OF \$ |
|------------------|
| -<br>=           |
|                  |
| Council Members  |
|                  |

# COST DISTRIBUTION LEDGER CLASSIFICATION IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

| Acct. |               |        |   |
|-------|---------------|--------|---|
| No.   | Account Title | Amount |   |
|       |               |        |   |
|       |               |        |   |
|       |               |        | _ |
|       |               |        |   |
| -     |               |        | _ |
|       |               |        |   |
|       |               |        | - |
|       |               |        |   |
|       |               |        | _ |
|       | OT B          |        |   |
|       | a MP I        |        | _ |
|       | SAMPLE        |        | _ |
|       |               |        | _ |
|       |               |        | _ |
|       |               |        | _ |
|       |               |        | _ |

Prescribed by State Board of Accounts

General Form No. 362 (Rev. 1987)

#### REPORT OF COLLECTIONS

| IXEI O  | KI OI OOLLEO HOITO |              |                 |              |
|---|--------------------|--------------|-----------------|--------------|
| То  |                    |              |                 |              |
| (Title of Officer)  |                    |              |                 |              |
|   |                    |              |                 | , Indiana    |
| (Governmental Unit)   |                    | (Co          | ounty)          |              |
| Collections for Period,,,   | to                 | ,            |                 |              |
|   | Fund to be         | Collections  | Prior           | Year to Date |
| Description   | Credited           | This Period  | Collections     | Collections  |
|   |                    |              |                 |              |
|   |                    |              |                 |              |
|   |                    |              |                 |              |
|   | SAMPLE             |              |                 |              |
|   | SAMIL              |              |                 |              |
|   |                    |              |                 |              |
|   |                    |              |                 |              |
|   |                    |              |                 |              |
|   |                    |              |                 |              |
| Total Amount Collected  |                    |              |                 |              |
| Total Amount Collected  |                    |              |                 |              |
| I hereby certify that the for above named governmental unit for the period show   |                    | ect report o | of collection   | ns due the   |
| Dated thisday o   | of                 | ,            |                 |              |
| NOTE  |                    |              |                 |              |
| This is not to be used as a receipt for collections. The official to whom the report is made must issue an official receipt for the collections remitted. |                    |              | (Signature)     |              |
|   |                    | (-           | Γitle of Office | er)          |

Prescribed by State Board of Accounts

#### PAYROLL SCHEDULE AND VOUCHER NOTE: Total hours or days to be paid shall equal the days or hours worked plus (Office, Board, Department or Institution) authorized leave to which an employee might be entitled by law and under the leave Pages Page policies established by the governing body. The "Days Lost" column will apply only For Period Beginning \_ and Ending \_ Fund to salaried employees. DAYS OR HOURS IN PERIOD Insurance Retirement Total Other Approp Leave Days Amount of No. Warrant or (Gross Pay) or Hours Rate Fed Social State County Sick Medicare Warrant Class d Noncash Vacation Lost d Days To Be of W/H Security W/H W/H Less NAME OF EMPLOYEE Title e Benefits Worked Leave Leave Days e Hours Paid Pay Gross Pay Total Tax Tax Tax e Amount e Amount Deductions) Number Tax Tax \_\_3. 4. 6. \_\_7. 9. 10. 11. 12. 13. 14. 15. 16.

CODES FOR OTHER LEAVE, INSURANCE AND RETIREMENT

A "Code" column has been provided to describe other leave and insurance and retirement plans. Use appropriate letters or numbers to distinguish each kind or type.

REGULAR TIME AND OVERTIME

Two lines have been provided for each employee to show regular time hours and overtime hours worked and the amount each employee earned for regular time and overtime.

| STATE OF INDIANA,   | COUNTY, SS:   |  |
|---|---|--|
|   |   | l,Name   |
|   | jo  |  |
|   | Title   | Agency   |
| hereby certify that I have e<br>salaries or compensation i<br>account of or by reason of<br>such employee; that the d | hereby certify that I have examined the time record of each employee listed on Pages to of thi salaries or compensation is paid: that to the best of my knowledge and belief no part of the salary or compens account of or by reason of his employment: that the compensation listed opposite the name of each employee such employee; that the deductions have been authorized for the purpose stated: that this payroll totalling \$ | hereby certify that I have examined the time record of each employee listed on Pages to of this payroll, that each employee has performed the serving salaries or compensation is paid; that to the best of my knowledge and belief no part of the salary or compensation or any employee listed hereon is being divided or account of or by reason of his employment: that the compensation listed opposite the name of each employee is based upon either statutory or regulatory authority a such employee; that the deductions have been authorized for the purpose stated: that this payroll totalling \$\frac{\pi}{12}\$ correct and has by me been approx Basic Pay |
| pate  |   |  |
|   |   | (Signature)  |
|   |   | (Official Title)   |
| I have examined the withir<br>This is in proper forn<br>That it is duly authei  | I have examined the within claim and hereby certify as follows:<br>This is in proper form.<br>That it is duly authenticated as required by law.   |  |
| That it is based upon   | contract.<br>n<br>statutory authority.  |  |
|   | correct.  |  |
| mat it is apparently  | incorrect.  | Disbursing Officer   |

| CLAIM NO   |          | DISTRIE                           | BUTION OF EXPI          | ENSE        |
|--|----------|-----------------------------------|-------------------------|-------------|
| Warrant Noto(Inclusive)  |          | Appropriation or<br>Account Title | Approp. or<br>Acct. No. | Amount      |
| PAYROLL OF   |          |                                   |                         |             |
| (Office, Board, Department or Insti  | itution) |                                   |                         |             |
| (Fund)   |          |                                   |                         |             |
| Total Gross Pay DEDUCTIONS Federal W/H Tax Social Security Tax Medicare Tax State W/H Tax CAGIT Insurance Retirement | \$SA     | MPLB                              |                         |             |
| Net Amount of Warrants   | \$       |                                   |                         |             |
| Allowed In the Sum of \$   | ,        | Total Gross Pay<br>FILED          |                         |             |
|  |          |                                   |                         |             |
| (Board of Commission)  |          |                                   |                         | Official Ti |

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Prescribed by State Board of Accounts

City or Town Form No. 206 (Rev. 1975) General Form No. 360 (Rev. 1975)

#### CLERK-TREASURER'S, CITY CONTROLLER'S AND CITY TREASURER'S MONTHLY FINANCIAL STATEMENT

| City or Town of                                    |            |               | Moi                  | nth of _ |       |            |         |               | , _                 |                    | _                |          |                |               |            |                                 |                 |              |          |      |       |            |  |     |         |
|--|------------|---------------|----------------------|----------|-------|------------|---------|---------------|---------------------|--------------------|------------------|----------|----------------|---------------|------------|---------------------------------|-----------------|--------------|----------|------|-------|------------|--|-----|---------|
| FUNDS  | BAL.<br>RI |               |                      | REG      |       |            | III     |               | NCE<br>CEIPT        |                    | DISBUR<br>TO DA  |          |                |               | SED<br>NTH |                                 | OT/<br>RSE<br>6 | AL<br>:MENTS |          | NDIN | ١G    |            | END<br>BALA  | ING |         |
|  | i          | П             |                      | iг       | ΤĪΤ   |            | i       | ΤŤ            |                     | ٦'n                | ΠÌ               |          |                | ΤŤ            |            | іпп                             | ΤŤ              |              |          | ŤΤ   |       | ī          | ПП   |     |         |
|  | 1          |               |                      |          | +++   |            |         |               |                     |                    |                  |          |                |               |            |                                 |                 |              |          |      |       | +          |  |     |         |
|  | 1          |               | +                    | 1 -      | ++    | ++-        |         | -             | +++                 | $\dashv$           | $\rightarrow ++$ |          | 1 1            | +             |            | +                               | ++              |              |          | ++   |       | +          | +  |     |         |
|  | -          |               |                      | -        | ₩     | ++-        | +       | -             |                     | -                  | $\rightarrow$    |          | +              | -             |            | +                               | ++-             |              |          | -    | +++   | -          |  |     | +       |
|  |            |               |                      | -        | ₩     | ++-        | +       | -             |                     | -                  | $\rightarrow$    |          | +              | -             |            | +                               | ++-             |              |          | -    | +++   |            |  |     | -       |
|  | ₩          | +++           | ++                   | +        | +++   | +          | +       | ++            | +++                 | $+\!\!\!\!-$       | -HH              | $\vdash$ | +              | $+\!\!+\!\!-$ | ++-        | +                               | ++              | +++-         | $\vdash$ | +    | ++-   | $+\!\!\!-$ | +++  | +++ | +       |
|  | ₩          | +++           | ++                   | +        | +++   | +          | +       | ++            | +++                 | $+\!\!\!\!-$       | -HH              | $\vdash$ | +              | $+\!\!+\!\!-$ | ++-        | +                               | ++              | +++-         | $\vdash$ | +    | ++-   | $+\!\!\!-$ | +++  | +++ | +       |
|  | -          | HH            | +                    | +        | +++   | +          | +       | +             | ₩                   | +                  | +++              |          | $\blacksquare$ | +             | $\vdash$   | +                               | +               | +++          | $\vdash$ | ++   | ++-   | -          | +++  | ++  | +       |
|  |            |               |                      | -        | Ш     |            |         |               |                     |                    | 1                | T.       |                |               |            |                                 |                 |              |          |      |       |            | $\perp$  |     | -       |
|  |            |               |                      |          | ш     |            |         |               |                     | -                  | M                |          | 1              |               |            |                                 |                 |              |          |      |       | -⊩         | +H   |     |         |
|  | -          | $\perp \perp$ | +                    |          | Ш     | +-         | 4       |               | \ \                 | $\ell \mathcal{U}$ | X   "            | 4        | 1              |               |            | $\parallel \parallel \parallel$ | -               |              |          |      |       | Д—         | +  | Ш   |         |
|  | -          |               | +                    |          | Ш     | +          | 1       | \$            |                     | 4                  | -                |          | 1              |               |            | $\parallel$                     | -               |              |          |      |       | Д—         | $\perp \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$ |     |         |
|  | -          |               |                      | -        | ш     |            | $\perp$ | $\mathcal{D}$ | 4                   | _                  |                  |          | $\perp$        |               |            | $\blacksquare$                  |                 |              |          |      |       | -          |  |     | $\perp$ |
|  |            |               |                      | 1        | ш     |            | $\bot$  |               |                     | _                  | $\rightarrow$    |          | $\perp$        | 4             | Ш          | $\blacksquare$                  |                 |              | $\vdash$ |      | +++   | 4          |  |     |         |
|  |            | $\perp \perp$ |                      |          | Ш     |            |         |               |                     | _                  |                  |          | $\perp$        | 4             | Ш          | $\blacksquare$                  |                 |              |          |      | Ш     | 4          |  |     |         |
|  | ↓          | Ш             | $\perp \! \! \perp$  |          | Ш     | 44         |         | Ш             | ш                   | 4                  |                  | Ш        |                | Ш.            | Ш          |                                 |                 |              |          |      | Ш     | Д_         | $\perp \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$ | Ш   | 1       |
|  | ↓          | Ш             | $\perp \!\!\! \perp$ |          | Ш     | 44         |         | Ш             | $\perp \perp \perp$ | 4                  |                  | Ш_       |                | Ш.            | Ш          |                                 |                 |              |          |      | Ш     | Д_         | $\perp \!\!\! \perp \!\!\! \perp$                                | Ш   | 1       |
|  |            |               |                      |          | Ш     |            |         |               |                     |                    |                  |          |                |               |            |                                 |                 |              |          |      |       |            |  |     |         |
| TOTALS - CASH FUNDS                                |            |               |                      |          |       |            |         |               |                     |                    |                  |          |                |               |            |                                 |                 |              |          |      |       |            |  |     |         |
| ADJUSTMENTS (explain fully)                        |            |               |                      |          |       |            |         |               |                     |                    |                  |          |                |               |            |                                 |                 |              |          |      |       |            |  |     |         |
| BALANCE (Col. 7 must agree with Col. 8)            |            |               |                      |          |       |            |         |               |                     |                    |                  |          |                |               |            |                                 |                 |              |          |      |       | 4          |  |     |         |
|  |            |               |                      |          |       |            |         |               |                     |                    |                  |          |                |               |            |                                 |                 |              |          |      |       | 4          |  |     |         |
|  |            | tal Ja        |                      |          |       |            | Tota    |               | alance              | 9 ∥                |                  |          |                |               |            |                                 |                 |              |          |      | rer's |            | Contr  |     |         |
|  |            | lance         |                      | Inve     |       |            |         | and           |                     | III .              | Investm          |          |                |               | ents       | II                              | Tota            |              | ∥ Ba     | alan | ce    |            | Bala   |     |         |
|  |            | urcha         |                      |          | chas  |            | III     |               | nents               |                    | Cash             |          |                | Cash          |            |                                 |                 | ents         |          | of   |       |            |  | f   |         |
| INVESTMENTS BY FUNDS                               |            | To Da         | te                   | For      | r Moi | <u>nth</u> | Pu      |               | ased                | <u> </u>           | To Da            | te       | <u>Fo</u>      | r Mc          | nth        |                                 | <u>ash</u>      | ed           | Inve     | stm  | ents  | _          | Invest   | men | ts      |
|  |            |               |                      |          | Ш     |            |         |               | Ш                   |                    |                  |          |                |               |            |                                 |                 |              |          |      |       | ┵          |  |     |         |
|  |            |               |                      |          | Ш     |            |         |               |                     |                    |                  |          |                |               |            | Ш                               |                 |              |          |      |       | 4          |  |     |         |
|  |            |               |                      |          | Ш     |            |         |               |                     |                    |                  |          |                |               |            |                                 |                 |              |          |      |       | 4          |  |     |         |
|  |            |               |                      |          | Ш     |            |         |               |                     |                    |                  |          |                |               | Ш          |                                 |                 |              |          |      |       | ╨          |  |     |         |
|  |            |               |                      |          | Ш     |            |         |               |                     |                    |                  |          |                |               |            |                                 |                 |              |          | Ш    |       |            |  |     |         |
|  |            |               |                      |          | Ш     |            |         |               |                     |                    |                  |          |                |               |            |                                 |                 |              |          | Ш    |       |            |  |     |         |
| Total of Investments by Funds                      |            |               |                      |          | Ш     |            |         |               | Ш                   |                    |                  |          |                | Ш             |            |                                 |                 |              |          |      |       |            |  |     |         |
|  |            |               |                      |          | ITT   |            |         |               |                     |                    |                  |          |                |               |            |                                 |                 |              |          | П    |       |            |  |     |         |
| Totals - All Funds (Col. 7 must agree with Col. 8) |            |               |                      |          |       |            |         |               |                     |                    |                  |          |                |               |            |                                 |                 |              |          |      |       |            |  |     |         |

Prescribed by State Board of Accounts

City or Town Form No. 206 (Rev. 1975) General Form No. 360 (Rev. 1975) 1 12

#### CLERK-TREASURER'S OR CITY TREASURER'S DEPOSITORY STATEMENT AND CASH RECONCILEMENT

| City or Town of  |                  |         |          | Mor | th of    |   |                 |          |              |                  | ,          |          | _ |
|--|------------------|---------|----------|-----|----------|---|-----------------|----------|--------------|------------------|------------|----------|---|
| NAMES OF DEPOSITORIES AND DEPOSITORY ACCOUNTS                            | DEF<br>B,<br>END | ٩LA     | MC<br>MC | Ε   | OUT      |   | AN <sup>-</sup> |          | DEP          | NET<br>POSITALAN | TOF<br>NCE |          |   |
|  |                  |         |          |     |          | Ш |                 | $\Box$   |              | $\Box$           | П          |          |   |
|  |                  |         |          |     |          | Ш |                 | $\Box$   |              | $\top$           | П          |          |   |
|  |                  |         | Ħ        |     |          | Ш | $\top$          | $\Box$   |              | +                | T          |          |   |
|  |                  |         |          |     |          | Ш |                 | +        |              | +                | +          |          |   |
|  |                  | +       |          |     |          | ш |                 | +        | $\vdash$     | +                | +          |          |   |
|  | $\vdash$         | +       | ++       | +-  | 1        | Н | +               | +        | $\vdash$     | $+\!\!+$         | +          | $\vdash$ |   |
|  | -                | +       |          |     |          | Н | ++              | +        | $\vdash$     | $+\!\!+$         | ₩          | $\vdash$ |   |
|  | -                | +       | ++       | +   | ₩        | Н |                 | +        | $\vdash$     | $+\!\!+$         | ₩          | $\vdash$ |   |
|  | -                | +       |          |     | -        | Н |                 |          | $\vdash$     | $+\!\!+\!\!\!+$  | ₩          | $\vdash$ |   |
|  | -                | +       |          |     | -        | Ш |                 |          | <u> </u>     | $+\!\!+\!\!\!+$  | 1          |          |   |
|  | -                | $\perp$ |          |     | -        | ш |                 |          | $\vdash$     | +                | ₩'         |          |   |
|  | <u> </u>         | $\perp$ |          |     | _        | Ш |                 | ш        | $\vdash$     | 4                | Ш.         |          |   |
|  | <u> </u>         |         | Ш        |     |          | Ш |                 | ш        | $\sqcup$     | 4                | Ш'         | Ш        |   |
| <br>SAMPLE   |                  |         |          |     |          | Ш | $\perp$         |          |              | 4                | Ш'         |          |   |
|  |                  |         |          |     |          | Ш |                 |          |              | Ш                | Ш          |          |   |
|  |                  |         |          |     |          |   |                 |          |              | Ш                |            |          |   |
|  |                  |         |          |     |          |   |                 |          | 1            |                  |            |          |   |
|  |                  |         |          |     |          |   |                 |          |              | $\Box$           |            |          |   |
|  |                  |         |          |     |          | Ш |                 | П        |              | $\top$           | П          |          |   |
|  |                  |         | $\Box$   |     |          | Ш |                 | $\Box$   |              | +                | $\top$     |          |   |
|  |                  |         |          |     |          | Ш |                 | +        |              | +                | +          |          |   |
|  |                  | +       | +        | +   | $\vdash$ | ш |                 | $\vdash$ |              | +                | +          | $\Box$   |   |
|  | 1                |         |          |     |          | ш |                 | +        | $\vdash$     | +                | +          |          |   |
|  | 1                | +       | ++       |     | 1        | Н | ++              | +        | $\vdash$     | +                | H          |          |   |
|  | -                | +       | ++       |     | -        | Н |                 |          | $\vdash$     | $+\!+\!-$        | +          |          |   |
| <br>TOTALS   | -                | +       | -        |     | -        | н |                 | +        | $\vdash$     | +                | +          |          |   |
|  |                  |         | ш        |     |          | Ш |                 | щ        | $\vdash$     | +                | ++         |          |   |
| <br>INVESTMENTS MADE FROM DEPOSITORY BALANCES                            |                  |         |          |     |          |   |                 |          | $\vdash$     | $+\!\!+$         | ++-        |          |   |
| <br>ADD: Cash in Office  |                  |         |          |     |          |   |                 |          | $\vdash$     | +                | ₩'         |          |   |
| <br>ADJUSTMENTS (explain fully)  |                  |         |          |     |          |   |                 |          | $\vdash$     | 4                | Ш          |          |   |
| <br>TOTAL CASH BALANCE, Plus Depository Balances Invested                |                  |         |          |     |          |   |                 |          | $\sqcup$     | 4                | Щ'         |          |   |
|  |                  |         |          |     |          |   |                 |          |              | Ш                | Ш          |          |   |
|  |                  |         |          |     |          |   |                 |          |              | estm             |            | s        |   |
| INVESTMENTS FROM FUND LEDGER FUNDS (As Shown in Register of Investments) |                  |         |          |     |          |   |                 |          |              | n Ha             |            |          |   |
|  |                  |         |          |     |          |   |                 |          | _ Enc        | of N             | <b>Non</b> | th       |   |
| Total of Investments - All Funds (As Shown in Col. 7, opposite page)     |                  |         |          |     |          |   |                 |          | $oxed{\Box}$ |                  | Ш          |          |   |
|  |                  |         |          |     |          |   |                 |          |              |                  |            |          |   |
| TOTAL CASH BALANCE AND INVESTMENTS                                       |                  |         |          |     |          |   |                 |          |              | Ш                |            |          |   |
|  |                  |         |          |     |          |   |                 | 一        |              | T                | $\Box$     |          |   |

City or Town Form No. 212 (Rev. 1975) General Form No. 361 (Rev. 1975)

#### TREASURERS DAILY BALANCE OF CASH,

|            |   | Е        | Bala | ance | ;<br>    |                     |            |        | In | vest | mer     | ıts |          |      |      |         |    | Inv   | /est | tme  | nts  | 1        | _   | _     |     | $\neg \neg$          |
|------------|---|----------|------|------|----------|---------------------|------------|--------|----|------|---------|-----|----------|------|------|---------|----|-------|------|------|------|----------|-----|-------|-----|----------------------|
|            |   |          |      | ı Th |          | R                   | ece        | ipts   |    | urch |         |     | Disl     | bur  | sem  | nent    | ts |       |      | she  |      |          | Bal | ance  | е   |                      |
|            |   | Pre      | vio  | us E | Day      |                     |            | Day    | Fo | r Th | e D     | ay  | Fo       | or T | he I | Day     | ,  | Fo    | r Th | ne E | Day  |          |     |       | Day |                      |
|            |   |          | _1   | 1    |          |                     | 2          |        |    | 3    | 3       |     |          |      | 4    |         |    |       |      | 5    |      |          |     | 6     |     |                      |
| 1          | Ledger Balance - Cash Funds                                     |          |      |      |          |                     |            |        |    |      |         |     |          |      |      |         |    |       |      |      |      |          | П   | П     |     |                      |
| 2          | Investments From Ledger Funds                                   |          |      |      |          |                     |            |        |    |      |         |     |          |      |      |         |    |       |      |      |      |          | Ш   | Ш     |     |                      |
|            |   |          |      |      |          |                     |            |        |    |      |         |     |          |      |      |         |    |       |      |      |      |          | Ш   | Ш     |     |                      |
| 3          | Totals  |          |      |      |          |                     |            |        |    |      |         |     |          |      |      |         |    |       |      |      |      |          | Ш   | Ш     |     |                      |
|            |   |          |      |      |          |                     | De         | posits |    |      |         |     | W        | ∕arı | rant | s Is    | su | ed Du |      |      |      |          |     |       |     |                      |
|            |   |          |      |      |          |                     |            |        |    | vest |         |     |          |      |      |         |    |       |      | tme  |      |          |     |       |     |                      |
|            |   |          |      | sito |          |                     |            |        |    | m D  |         |     |          |      |      |         |    |       |      |      | osi- |          |     | osito |     |                      |
|            |   | III .    |      | nce  |          |                     | _edg       |        |    | у Ва |         |     |          |      | dge  |         |    | tory  | /Ba  | alan | ces  |          |     | ance  |     |                      |
|            |   | Pre      | vio  | us [ | Day      |                     | Fun        | ds     | Ca | she  |         | ost |          | Fι   | ınds | 3       |    | Purc  |      |      | -Cos | ı∥ Clo   |     | of [  | Day |                      |
|            | NAMES OF DEPOSITORIES   | <u> </u> | 1    | 1    |          |                     | 2          |        |    | 3    | 3       |     |          |      | 4    |         |    |       | ;    | 5    |      |          |     | 6     |     |                      |
| 4A         |   |          |      |      |          |                     | П          |        |    |      | П       |     |          | П    | П    | П       |    |       |      | П    |      |          | П   | П     | П   |                      |
| 4B         |   |          | Ш    | Ш    |          | $\bot$              |            | 1      |    | Ш    | Ш       |     |          | Ш    | Ш    | $\perp$ |    |       |      | Ш    | Ш    | Ш_       | Ш   | Ш     |     | $\perp \mid \perp$   |
| _4C        |   |          | Ш    | Ш    |          | $\downarrow \infty$ |            |        |    | Ш    | Ш       |     | <u> </u> | Ш    | Ш    | Ш       |    |       |      | Ш    | Ш    | 1        | Щ   | Ш     | Ш   | $\perp \!\!\! \perp$ |
| 4D         |   |          |      | Ш    | $\Delta$ | MM                  | ) <u>Y</u> |        |    |      | Ш       |     |          | Ш    | Ш    | Ш       |    |       |      | Ш    |      |          | Ш   | Ш     |     |                      |
| 4E         |   |          | Ш    |      |          | 1 2 -               |            |        |    |      | Ш       |     |          | Ш    | Ш    | Ш       |    |       |      | Ш    |      |          | Ш   | Ш     |     |                      |
| 4F         |   |          | 3 /  | L 1  |          |                     |            |        |    |      |         |     |          |      |      |         |    |       |      |      |      |          | Ш   | Ш     |     |                      |
| 4G         |   |          |      |      |          |                     |            |        |    |      |         |     |          |      |      |         |    |       |      | Ш    |      |          | Ш   | Ш     |     |                      |
| 4H         |   |          |      |      |          |                     |            |        |    |      |         |     |          |      |      |         |    |       |      | Ш    |      |          | Ш   | Ш     |     |                      |
| 41         |   |          |      |      |          |                     |            |        |    |      | Ш       |     |          | Ш    | Ш    | Ш       |    |       |      | Ш    |      |          | Ш   | Ш     |     |                      |
| <b>4</b> J |   |          |      |      |          |                     |            |        |    |      |         |     |          |      |      |         |    |       |      | Ш    |      |          | Ш   |       |     |                      |
| 5          | Total Depository Balances                                       |          |      |      |          |                     |            |        |    |      |         |     |          |      |      |         |    |       |      |      |      |          | Ш   | Ш     |     |                      |
|            |   | III .    |      | tme  |          |                     |            |        |    | vest |         |     |          |      |      |         |    |       |      |      |      |          |     | stme  |     |                      |
|            |   | III .    |      | nce  |          |                     |            |        | Pı | urch |         | d-  |          |      |      |         |    |       |      | tme  |      | III      |     | ance  |     |                      |
|            |   | Pre      | vio  | us [ | Day      |                     |            |        |    | Co   |         |     |          |      |      |         |    | Ca    |      |      | cost | Cle      |     | of [  | Day |                      |
|            | INVESTMENTS - (Listed by Funds as Shown in Investment Register) | <u> </u> | 1    |      |          |                     |            |        |    | 3    | 3       |     |          |      |      |         |    |       | _ :  | 5    |      |          |     | 6     |     |                      |
| бA         |   |          |      |      |          |                     |            |        |    |      |         |     |          | Ш    |      | Ш       |    |       |      | Ш    |      |          | Ш   | Ш     |     |                      |
| 6В         |   |          |      |      |          |                     |            |        |    |      |         |     |          | Ш    | Ш    | Ш       |    |       |      | Ш    |      | <u> </u> | Ш   | Ш     |     |                      |
| 6C         |   |          |      |      |          |                     |            |        |    |      |         |     |          |      |      | Ш       |    |       |      | Ш    |      | <u> </u> | Ш   | Ш     |     |                      |
| 6D         |   |          | Ш    |      |          |                     | Ш          |        |    |      | Ш       |     |          | Ш    | Ш    | Ш       |    |       | Ш    | Ш    |      |          | Ш   | Ш     |     |                      |
| 6F         |   |          |      |      |          |                     |            |        |    |      |         |     |          |      |      |         |    |       |      | Ш    |      |          | Ш   | Ш     |     |                      |
| 6G         |   |          |      |      |          |                     |            |        |    |      | Ш       |     |          | Ш    | Ш    | Ш       |    |       |      | Ш    |      |          | Ш   | Ш     |     |                      |
| 6H         |   |          |      |      |          |                     |            |        |    | Ш    |         |     |          |      |      |         |    |       |      |      |      | 1        | Ш   | Ш     |     |                      |
| 61         |   |          |      |      |          |                     |            |        |    | Ш    |         |     |          |      |      |         |    |       |      | Ш    |      | 1        | Ш   | Ш     |     | $\perp \!\!\! \perp$ |
| 6Ј         |   |          |      |      |          |                     |            |        |    | Ш    |         |     | <u> </u> |      | Ш    | Ш       |    |       |      | Ш    | Ш    |          | Ш   | Ш     |     | $\perp \!\!\! \perp$ |
| 7          | Depository Balances Invested                                    |          |      |      |          |                     |            |        |    |      | $\prod$ |     |          |      |      |         |    |       |      | Ш    |      |          | Ш   | Ш     |     |                      |
| - 8        | Total Investments   |          |      |      |          |                     |            |        |    |      |         |     |          |      |      |         |    |       |      |      |      |          |     |       |     |                      |
|            | Totals - Depositories and Investments                           |          |      |      |          |                     |            |        |    |      |         |     |          |      |      |         |    |       |      |      |      |          |     |       |     |                      |

City or Town Form No. 212 (Rev. 1975) General Form No. 361 (Rev. 1975)

<del>\_</del>

#### **DEPOSITORIES AND INVESTMENTS**

| DATE |  |  |
|------|--|--|
|------|--|--|

|  | Co        | lumr   | ո 1 | Co      | lumn | 2      |
|--|-----------|--------|-----|---------|------|--------|
| Cash on Hand Beginning of Day (Line 11, preceding page)  |           |        |     |         |      | M      |
| Add Receipts for the Day (Line 1, Col. 2, opposite page)   |           |        |     |         |      |        |
| Add Investments From Depository Balances - Cashed - Cost (Line 5, Col. 3, opposite page)   |           |        |     |         |      | П      |
| Totals   |           |        |     |         |      | Ш      |
| Deduct Deposits During the Day (Line 5, Col. 2, plus Col. 3, opposite page)  |           |        |     |         |      | Ш      |
| Net Cash on Hand for which Accountable   |           |        |     |         |      | Ш      |
| Cash on Hand Close of Day (Per Cash Count):  |           |        |     |         |      | Ш      |
| Currency   |           | $\Box$ |     |         |      | $\Box$ |
| Coins  |           |        |     |         |      | $\Box$ |
| Checks and Money Orders  |           | $\Box$ |     |         |      |        |
| Total Cash on Hand Close of Day  |           |        |     |         |      | Ш      |
| Deduct Advances for Cash Change Fund (If not included in Ledger Balances)  |           |        |     |         |      | Ш      |
| Net Cash on Hand (After Deducting Advances)  |           |        |     |         |      | Ш      |
| Checks and Money Orders  Total Cash on Hand Close of Day  Deduct Advances for Cash Change Fund (If not included in Ledger Balances)  Net Cash on Hand (After Deducting Advances)  Add-Depository Balance - Close of Day (Line 5, Col. 6, opposite page)  Total Cash on Hand an in Depository |           |        |     |         |      | Ш      |
| Total Cash on Hand an in Depository  |           |        |     |         |      | Ш      |
| Add Cash Under   |           |        |     |         |      |        |
| Deduct Cash Over   |           |        |     |         |      |        |
| Total  |           |        |     |         |      |        |
| Add Investments on Hand Close of Day (Line 8, Col. 6, opposite page)   |           |        |     |         |      |        |
| Proof (Must equal Record Balance Close of Day, Line 3, Col. 6)   |           |        |     |         |      |        |
|  |           |        |     |         |      |        |
| INSTRUCTIONS:  |           |        |     |         | Ш    |        |
| (1) Lines 1, 2 and 3 reflect the transactions each day for the ledgers for all cash funds and all investments made from the Ledge  |           |        |     |         |      |        |
| (2) Lines 4A through 4J will be used for the various depositories and will reflect the transactions each day for each depository af  | ected.    |        |     | $\perp$ | Ш    | Ш      |
| (3) Lines 6A through 6a will reflect the transactions each day of investments for each fund affected.  |           |        |     |         |      | Ш      |
| (4) Line 7 will reflect the transactions each day of the investment made from the total of all monies on deposit, except for investment  | nents     |        |     |         | Ш    | Ш      |
| made from fund balances under (3) above.   |           |        |     |         | Ш    | Ш      |
| (5) Line 8 will reflect the Transactions of Investments by Funds and from the depository balances in total.  |           |        |     |         | Ш    | Ш      |
| (6) Line 9 reflects the transactions in Totals-Depositories and Investments.   |           |        |     | $\perp$ | Ш    | Ш      |
| (7) Line 2, Col. 3, reflects Investments Purchased in amount of \$1000 from Ledger Balance-Cash Funds as a portion of the Dist   |           | ts fo  | r   |         |      | Ш      |
| the day as shown on Line 1, Col. 4, and line 4A, Col. 4. On the same day investments are purchased from a fund it shall ref  | ect In-   |        |     | $\perp$ | Ш    | Ш      |
| vestment Purchased-Cost, Line 6A, Col. 3 (See Sample).   |           |        |     |         |      | Ш      |
| (8) When any investments re cashed belonging to a certain fund (example shown Water Bond and Interest Fund) the amount of  | \$4000 sh | all b  | е   |         |      |        |

(9) Under the Names of Depositories section, Line 4, for each depository affected, Cols. 3 and 5, will be used only when investments are purchased or cashed from the total of all funds deposited in a depository account. The totals shown on Line 5, Col. 3, shall appear on Line 7, Col. 5, and the total shown on Line 5, Col. 5, shall appear on Line 7, Col. 3.

| PRESCRIBED B | BY STATE BOARI  | O OF ACCOU | NTS                     |                          |                 | GEI        | NERAL FORM NO. 98 (REV. 1967                       |
|--------------|-----------------|------------|-------------------------|--------------------------|-----------------|------------|--|
|              |                 |            |                         | PURCHASE ORDER           |                 |            |  |
| NOTE: NO CLA | AIM WILL BE API | PROVED     |                         |                          |                 |            |  |
| FOR PAYMENT  | UNLESS ORIGIN   | IAL COPY   |                         |                          |                 |            |  |
|              | R OR THE P.O. N | IUMBER IS  |                         | GOVERNMENTAL UNIT        |                 |            | 0  |
| MADE A PART  | OF THE CLAIM.   |            |                         |                          |                 | This no. r | must be shewn on invoice, claim,                   |
|              |                 |            |                         | ADDRESS                  |                 |            | and delivery memos.                                |
| то           |                 |            |                         |                          |                 | DATI       | E  |
| ADDRESS      |                 |            |                         | _                        |                 | REQ        |  |
| CITY         |                 |            |                         | _                        |                 |            | CORDANCE WITH BID AND                              |
| SHIP TO      |                 |            |                         | _                        |                 |            | RACT DATED   |
| SHIP VIA     |                 |            |                         |                          |                 |            | ject to discount please<br>te on Invoice or Claim. |
| CHARGE TO    | )               |            |                         |                          |                 | indica     | ne on invoice or Claim.                            |
| APPROPRIA    | ATION FOR _     |            |                         |                          | APPROPRIATION N | JMBER _    |  |
| QUAI         | NTITY           | UNIT       |                         | DESCRIPTION              | UNIT PRICE      |            | AMOUNT   |
|              |                 |            |                         |                          |                 |            |  |
|              |                 |            |                         |                          |                 |            |  |
|              |                 |            |                         | SAMPLE                   |                 |            |  |
|              |                 |            |                         |                          |                 |            |  |
|              |                 |            |                         | , M.P.                   |                 |            |  |
|              |                 |            |                         | SAL                      |                 |            |  |
|              |                 |            |                         | J                        |                 |            |  |
|              |                 |            |                         |                          |                 |            |  |
|              |                 |            |                         |                          |                 |            |  |
|              |                 |            |                         |                          |                 |            |  |
| This sad     | or iccued in a  | ompliones  | with CHAPTER 99. AC     | TC 104E                  |                 |            |  |
|              |                 | •          | d supplemental thereto. |                          | OUNT OF ORDER   | \$         |  |
|              |                 |            | IN UNOBLIGATED BALANCE  |                          |                 | _          | TO PRICES SHOWN ABOVE                              |
|              |                 |            | FOR THE ABOVE ORDER     |                          | ORDER BY        |            |  |
|              |                 |            |                         |                          |                 |            | Title  |
|              |                 |            |                         |                          |                 |            |  |
|              | FEDERAI         | L EXCIS    | E TAX EXEMPT            |                          | CERTIFIC        |            | IL TAX EXEMPT<br>IO                                |
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|              |                 |            |                         | ORIGINAL - VENDOR'S COPY |                 |            |  |
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| Prescribe | d by the | e State Bo | oard of A | ccounts |          |         |        |        |        |       |        |       |       |       |                |         |            |          |                |              |            | General       | Payroll Form | No. 99A (Rev. 19 | 998)      |
|-----------|----------|------------|-----------|---------|----------|---------|--------|--------|--------|-------|--------|-------|-------|-------|----------------|---------|------------|----------|----------------|--------------|------------|---------------|--------------|------------------|-----------|
|           |          |            |           |         |          |         |        |        |        |       |        |       |       | (Ur   | nit)           |         |            |          |                |              |            |               |              |                  |           |
|           |          |            |           |         |          |         |        |        |        | Е     | MPL    | OYE   | E'S   | SER\  | /ICE           | REC     | ORD        |          |                |              |            |               | YEAR         |                  | _         |
| REMAR     |          | Begins:    | Hour o    | of Day  | · r      | Day of  | Week   |        |        |       |        |       |       | 1     | AS ON<br>Mrs., |         | SECURITY ( | CARD     |                |              |            |               | EMPLOYEE     | NUMBER           |           |
|           |          |            |           |         | Bi-Week  |         |        |        |        |       |        |       |       | ADDR  |                | viioo)  |            |          |                |              |            |               |              | ZIP CODE         |           |
| Date      |          |            | Day, r    | 100K, E | 31 TTOOK | y, 1410 |        |        |        |       |        |       |       | SOC.  | SEC. NO        | Э.      |            |          |                | CLASSIFIC    | CATION     |               |              |                  | $\exists$ |
|           |          | k Sche     | dule *    |         |          |         |        |        |        |       |        |       |       | OFFIC | E, BOA         | RD OR [ | DEPT.      |          |                | BEGIN. DA    | ATE EMPL.  |               | LEAVE ACC    | CRUAL DATE       | $\exists$ |
| TTOTAL    |          |            |           | 4/19    | 5 20     | 6/21    | 7/22   | 8/23   | 9/24   | 10/25 | 11/26  | 12/27 | 13/28 | 14/29 | 15/30          | 31      | REGULA     | R VACA   | TION LEAVE     | FARNED       | SICK LEA   | VE<br>BALANCE | OTH          | IER LEAVE        | ON        |
| BALAN     | CE BI    | ROUGH      | T FOR     | WARI    | FROM     | 1 LAS   | T YEAR | R      |        |       |        |       |       |       | ) UU.          | 7 0.    |            | 17 UKEIN | D/ 127 11 10 2 | E/ II II VED | 17 II CEIT | D, LE, II (OL | 17 (17)      |                  |           |
| JAN.      |          |            |           |         |          |         |        |        |        |       |        |       |       |       |                |         |            |          |                |              |            |               |              |                  |           |
| FEB.      |          |            |           |         |          |         |        |        |        |       |        |       |       |       |                |         |            |          |                |              |            |               |              |                  |           |
| MAR.      |          |            |           |         |          |         |        |        |        |       |        |       |       |       |                |         |            |          |                |              |            |               |              |                  |           |
| APR.      |          |            |           |         |          |         |        |        |        |       |        |       |       |       |                |         |            |          |                |              |            |               |              |                  |           |
| MAY       |          |            |           |         |          |         |        |        |        |       |        |       |       |       |                |         |            |          |                |              |            |               |              |                  |           |
| JUNE      |          |            |           |         |          |         |        |        |        |       |        |       |       | M     | P              |         |            |          |                |              |            |               |              |                  |           |
| JULY      |          |            |           |         |          |         |        |        |        |       |        | (     | SI    |       |                |         |            |          |                |              |            |               |              |                  |           |
| AUG.      |          |            |           |         |          |         |        |        |        |       |        |       |       |       |                |         |            |          |                |              |            |               |              |                  | ٦         |
| SEPT.     |          |            |           |         |          |         |        |        |        |       |        |       |       |       |                |         |            |          |                |              |            |               |              |                  |           |
| OCT.      |          |            |           |         |          |         |        |        |        |       |        |       |       |       |                |         |            |          |                |              |            |               |              |                  |           |
| NOV.      |          |            |           |         |          |         |        |        |        |       |        |       |       |       |                |         |            |          |                |              |            |               |              |                  | $\exists$ |
| DEC.      |          |            |           |         |          |         |        |        |        |       |        |       |       |       |                |         |            |          |                |              |            |               |              |                  | $\exists$ |
|           | V - V    | ACATIO     | ON LE     | AVE     | S - SIC  | K LE    | AVE    | L - LC | ST TIN | ИE    | OL - C | THER  | AUTI  | HORIZ | ED LE          | AVE     | SHOW V     | ACATIO   | N, SICK LEA    | VE AND       | OTHER A    | BSENCES       | IN DAYS      | AND HALF D       | ĀŸS       |

<sup>\*</sup> EXCEPTIONS TO THE NORMAL WORK SCHEDULE SHALL BE NOTED AND ATTACHED TO THIS FORM.

|                 |  | N                                     | IILEAGE CLAII          | М                    |                                      |                          |                     |
|-----------------|--|---------------------------------------|------------------------|----------------------|--------------------------------------|--------------------------|---------------------|
|                 |  |                                       | ТО                     |                      |                                      |                          | [                   |
| (GOVI           | ERNMENTAL UNIT)  |                                       |                        |                      |                                      |                          |                     |
|                 |  |                                       | ON A                   | CCOUNT OF AP         | PROPRIATION NO                       | _ FOR                    |                     |
| FFICE, BOARD, D | DEPARTMENT OR INSTITUTION)                               |                                       |                        |                      |                                      |                          |                     |
| DATE            | FROM   | ТО                                    |                        | METER                |                                      | AUTO                     | MILEAGE             |
| DATE            | POINT  | POINT                                 | START                  | DING+<br>FINISH      | NATURE OF BUSINESS                   | MILES<br>TRAVELED        | @¢<br>PER MILE      |
|                 |  |                                       |                        |                      |                                      |                          |                     |
|                 |  |                                       |                        |                      |                                      |                          |                     |
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|                 |  |                                       | A 70                   | Why.                 |                                      |                          |                     |
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|                 |  |                                       |                        |                      |                                      |                          |                     |
|                 |  |                                       |                        |                      |                                      |                          |                     |
|                 | AUTO LICENSE NO.   |                                       |                        |                      | TOTALS                               |                          |                     |
|                 |  |                                       |                        |                      |                                      |                          | <u>'</u>            |
| DOMETER READ    | ING columns are to be used only when                     | en distance between points canno      | ot be determined by fi | xed mileage or of    | ficial highway map.                  |                          |                     |
|                 | provisions and penalties of Chapter seame has been paid. | 155, Acts 1953, I hereby certify that | at the foregoing accou | ınt is just and corr | ect, that the amount claimed is lega | ally due, after allowing | ng all just credits |
| •               | ·<br>  |                                       |                        |                      |                                      |                          |                     |

| Voucher No        | Warrant No                              | I have examined the within<br>That it is in proper for | claim and hereby certify as follows:<br>n.   |
|-------------------|---|--|--|
|                   | IN FAVOR OF                             | That it is duly authenti                               | cated as required by law.  |
|                   |   | That it is based upon                                  | statutory authority  |
|                   |   | That it is apparently                                  | {correct incorrect   |
|                   | \$                                      |  | Disbursing Officer   |
| On Account of App | propriation No for                      |  |  |
| Allowed           | in the sum of \$  (Board or Commission) |  | I certify that the within bill is true and correct; that the mileage therein itemized and for which charge is made was ordered by me and was necessary to the public business; and that the rate per mile is in accordance with statutes or governing ordinances, except |
|                   | FILED                                   |  | ileage therein<br>Id was necessary<br>nce with statutes  |
|                   | (Official Title)                        |  |  |

Prescribed by State Board of Accounts

General Form No. 350
(Revised 1983)

#### **REGISTER OF INVESTMENTS**

|              | <br>_ | _ | _ |      |
|--------------|-------|---|---|------|
| Name of Unit |       |   |   | Fund |

(USE SEPARATE SHEET(S) FOR EACH INVESTMENT FUND. LIST EACH SECURITY INDIVIDUALLY.)

| Date     | Nature           |               | SAFEKEEPI | NG RECEIPT |                  | Rate           |                   |             | AMOUNT PAII | D          | Date                | AM        | OUNT RECEIV | /ED               | EAR  | INT  | EREST<br>REC   | CEIVED      | =     |
|----------|------------------|---------------|-----------|------------|------------------|----------------|-------------------|-------------|-------------|------------|---------------------|-----------|-------------|-------------------|--|--|----------------|-------------|-------|
| of       | of<br>Investment | Serial<br>No. | Issued By | No.        | Maturity<br>Date | of<br>Interest | Maturity<br>Value | Principal   | Accrued     | Total Paid | Sold or<br>Redeemed | Principal | Interest    | Total<br>Received |  | Amoun  |                | Amou        |       |
| - uronao | an recument      | 110.          | locaca by | 110.       | 24.0             | oroct          | 74.40             | 7 111101111 |             | Total Full | 7.000000            | - morpai  | - miorest   | 110001100         | Date   | 7  | - Julio        |             | Ë     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | t     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | +     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                | -           | F     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | T     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | t     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  | $\vdash$       | <u> </u>    | +     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  | $\blacksquare$ |             | F     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | İ     |
|          |                  |               |           |            |                  |                |                   |             | IPLE        |            |                     |           |             |                   |  |  |                |             | $\pm$ |
|          |                  |               |           |            |                  |                |                   | _ 8         | DIL         |            |                     |           |             |                   |  |  | $\vdash$       |             | +     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | F     |
|          |                  |               |           |            |                  |                | ,                 |             |             |            |                     |           |             |                   |  |  |                |             | İ     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | +     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  | $\vdash$       | <del></del> | F     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | Į     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | t     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                | <u> </u>    | +     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | F     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | ļ     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | $\pm$ |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | H     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | Ŧ     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | İ     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | $\pm$ |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | F     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | Ŧ     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | t     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  | $\square$      | <u> </u>    | +     |
|          |                  |               |           |            |                  |                |                   |             |             |            |                     |           |             |                   |  |  |                |             | F     |
|          |                  |               |           |            |                  |                |                   |             | + +         |            | + +                 |           |             | +                 | <del>                                     </del> | <del>                                     </del> |                |             | t     |

| FORM PRESCRIBED BY | Y STATE BOARD OF ACCOUNTS |      |                |                       |              |                                     |               | GENERAL FOR | RM NO. 352 (REV. 1997) |
|--------------------|---------------------------|------|----------------|-----------------------|--------------|-------------------------------------|---------------|-------------|------------------------|
|                    |                           |      |                | RECEIPT               | Γ            |                                     |               |             |                        |
|                    |                           | Nam  | e of UNIT, AG  | ENCY, BOARD           | OR DEPARTI   | MENT                                |               |             |                        |
|                    |                           |      |                |                       |              | NO.                                 |               |             | -                      |
|                    |                           | FUND |                |                       | Payment Ty   | pe and Amount                       |               |             |                        |
|                    | , IN                      |      | Cash<br>Amount | Check/Draft<br>Amount | MO<br>Amount | Credit Card/<br>Bank Card<br>Amount | EFT<br>Amount | Other       |                        |
|                    | RECEIVED FROM             |      |                |                       |              |                                     |               |             | \$                     |
|                    | RECEIVEDTROM              |      |                |                       |              |                                     |               |             | Ψ                      |
| THE SUM OF         |                           |      |                |                       |              |                                     |               |             | DOLLARS                |
| ON ACCOUNT OF      |                           |      |                |                       | J.E          |                                     |               | 100         | _                      |
| _                  |                           |      |                | AMP                   |              |                                     |               |             |                        |
| _                  |                           |      | 9              | D I'M'                |              |                                     |               |             | _                      |
|                    |                           |      |                |                       |              |                                     |               |             | -                      |
|                    |                           | _    |                |                       | AUTHORIZE    | D SIGNATURE                         |               |             |                        |

|             |        |                |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     | 1                 |
|-------------|--------|----------------|-------------|-----------|-----------|-------|----------------|--|-------------------|---------|---------|-----------|----------|------|-----------------|---|---|--|---------------------|-------------------|
|             |        |                |             |           |           |       |                | EMPL   | OYEE'S E          | ARNINGS | REC     | ORD       |          |      |                 |   |   |  |                     |                   |
|             |        |                |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
| UNIT        |        |                |             |           |           |       | _ BASIS OF PAY | (PER MONTH, WE<br>ENSATION TYPE                          | EK, HOU <u>R)</u> |         |         |           |          | _    | MR., MRS., MIS  | S |   |  |                     |                   |
| OFFICE, BOA | KD C   | SEE OTHE       | EN SIDE FOR | INST      | RUCTIONS) |       | OTHER COMPE    | (PER MONTH, WE<br>ENSATION TYPE<br>FATUS FEDER <u>AL</u> |                   |         |         |           |          | -    | ADDRESS<br>CITY |   |   |  | ZII                 | CODE              |
| FORM PRESCR | IBED E | BY STATE BOARD | OF ACCOUNTS |           |           |       | EXEMPTION ST   | TATUS FEDER <u>AL</u>                                    |                   | STA     | TE      |           |          | -    | SOC. SEC. NO.   |   |   |  | General Payroll For | n 99B (Rev. 1985) |
|             |        | DATE           | PAYROLL     | C         |           |       |                |  |                   |         |         | DEDLI     | CTIONS   |      |                 |   |   |  |                     |                   |
|             |        | OF             | PERIOD      | d         | NONCASH   | GROSS | TOTAL          | FEDERAL  | SOCIAL            | STATI   | E       |           |          | NIT. |                 |   |   |  | AMOUNT OF           | WARRANT           |
|             |        | WARRANT        | ENDING      | e         | BENEFITS  | PAY   | TOTAL          | WITH. TAX  | SECURITY          | WITH. T | AX      | INSURANCE | RETIREME | NI   |                 |   | Т |  | WARRANT             | NUMBER            |
|             | 1      | FORWARD        |             | H         |           |       |                |  |                   |         |         |           |          |      |                 |   | + |  |                     |                   |
|             | 2      |                |             | Н         |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 3      |                |             | H         |           |       |                |  |                   |         |         |           |          |      |                 |   | + |  |                     |                   |
|             | 4      |                |             | $\forall$ |           |       |                |  |                   |         |         |           |          |      |                 |   | + |  |                     |                   |
|             | 5      |                |             | H         |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 6      |                |             | Н         |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 7      |                |             | Н         |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 8      |                |             | Н         |           |       |                |  |                   |         |         |           |          |      |                 |   | + |  |                     |                   |
|             | 9      |                |             | Н         |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 10     |                |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 11     |                |             | Ħ         |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 12     |                |             | П         |           |       |                |  |                   |         |         | E         |          |      |                 |   |   |  |                     |                   |
|             | 13     |                |             | П         |           |       |                |  |                   | Ma.     | K I     | 1 10      |          |      |                 |   |   |  |                     |                   |
|             | 14     |                |             | П         |           |       |                |  | 1                 | AM      |         |           |          |      |                 |   |   |  |                     |                   |
|             |        | TOTAL 1ST      |             | П         |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             |        | QUARTER        |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             |        |                |             | П         |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 1      |                |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 2      |                |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 3      |                |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 4      |                |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 5      |                |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 6      |                |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 7      |                |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 8      |                |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 9      |                |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 10     |                |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 11     |                |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 12     |                |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 13     |                |             | $\prod$   |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             | 14     |                |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             |        | TOTAL 2ND      |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             |        | QUARTER        |             | Ш         |           |       |                |  |                   |         | $\perp$ |           |          |      |                 |   |   |  |                     |                   |
|             |        | TOTAL          |             |           |           |       |                |  |                   |         |         |           |          |      |                 |   |   |  |                     |                   |
|             |        | TODATE         | 1           |           | [         |       |                |  | 1                 | - 1     |         |           |          |      |                 | 1 |   |  |                     |                   |

23 – 25

#### ACCOUNTS PAYABLE VOUCHER REGISTER

|               |                   | Governmental Unit  Agency |                                  | allowed. (2) vouchers if dis | The Memorandum colu | mn is for entering a        | es of governing board should<br>accounts payable vouchers an<br>iction on accounts payable<br>a later meeting of governing l |    |
|---------------|-------------------|---------------------------|----------------------------------|------------------------------|---------------------|-----------------------------|--|----|
| For Period    |                   | , to                      | ,                                | -                            |                     | Page                        | of Page  | s  |
| Prescribed by | y State Board o   | r Accounts                |                                  |                              |                     |                             | General Form No. 364 (1997   | 7) |
| DATE<br>FILED | VOUCHER<br>NUMBER | NAME OF CLAIMANT          | OFFICE,<br>DEPARTMENT<br>OR FUND | AMOUNT OF<br>VOUCHER         | AMOUNT<br>ALLOWED   | CHECK/<br>WARRANT<br>NUMBER | MEMORANDUM<br>(See Note (2) Above)   |    |
|               |                   |                           |                                  |                              |                     |                             |  |    |
|               |                   |                           |                                  |                              |                     |                             |  |    |
|               |                   |                           |                                  |                              |                     |                             |  |    |
|               |                   |                           |                                  |                              |                     |                             |  |    |
|               |                   |                           |                                  |                              |                     |                             |  | 1  |
|               |                   |                           |                                  |                              | 10                  |                             |  | -  |
|               |                   |                           |                                  | SAM                          |                     |                             |  |    |
|               |                   |                           |                                  | SAM                          |                     |                             |  | +  |
|               |                   |                           |                                  |                              |                     |                             |  |    |
|               |                   |                           |                                  |                              |                     |                             |  |    |
|               |                   |                           |                                  |                              |                     |                             |  |    |
|               |                   |                           |                                  |                              |                     |                             |  |    |
|               |                   |                           |                                  |                              |                     |                             |  | t  |
|               |                   |                           |                                  |                              |                     |                             |  |    |
|               |                   |                           |                                  |                              |                     |                             |  |    |
|               |                   |                           |                                  |                              |                     |                             |  | 1  |
|               |                   |                           |                                  |                              |                     |                             |  |    |
|               |                   |                           |                                  |                              |                     |                             |  | I  |
|               |                   |                           |                                  |                              |                     |                             |  | +  |
|               |                   |                           |                                  |                              |                     |                             |  |    |
|               |                   |                           |                                  |                              |                     |                             |  | +  |
|               |                   |                           |                                  |                              |                     |                             |  |    |
|               |                   |                           |                                  |                              |                     |                             |  |    |
|               |                   |                           |                                  |                              |                     |                             |  |    |
|               |                   |                           |                                  |                              |                     |                             |  |    |

| DATE<br>FILED | VOUCHER<br>NUMBER             |  | OFFICE,<br>DEPARTMENT<br>OR FUND    | AMOUNT OF                           | =         | AMOUNT<br>ALLOWED   |      | CHECK/<br>WARRANT<br>NUMBER | MEMORANDUM<br>(See Note (2) Above) |
|---------------|-------------------------------|--|-------------------------------------|-------------------------------------|-----------|---|------|-----------------------------|------------------------------------|
|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
|               |                               |  |                                     |                                     | _         |   |      |                             |                                    |
|               |                               |  |                                     | AMP                                 | 1         | TG.   |      |                             |                                    |
|               |                               |  |                                     | an P                                | 1         |   |      |                             |                                    |
|               |                               |  | C                                   | MITT                                |           |   |      |                             |                                    |
|               |                               |  | 5                                   | L IE                                |           |   |      |                             |                                    |
|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
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|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
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|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
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|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
|               |                               |  |                                     |                                     |           |   |      |                             |                                    |
|               |                               | each of the above listed vo                            | Duchers and the in                  | nvoices, or bills                   | atta      | ached thereto, a  | are  | true and correct            | t and I have audited               |
|               |                               |  |                                     |                                     |           | Fiscal  | Off  | ïcer                        |                                    |
|               |                               |  | MNOE 05 1/0:::                      | N.E.D.O.                            |           |   |      |                             |                                    |
| IC 5-11-10-2  | permits the g                 | ALLOW<br>governing body to sign the                    | ACCOUNTS Payable                    |                                     | ster      | r in lieu of signii   | ng   | each claim the o            | governing body is allowing         |
| We ha         | ave examined<br>allowed as sh | d the vouchers listed on the nown on the Register such | e forgoing accoun vouchers are allo | ts payable vouc<br>wed in the total | her<br>am | register, consistence of register, consistence of register, consistence of register of register of register, consistence of register, consistency | stin | g of pages                  | s, and except for                  |
| ouchers not a |                               | _  |                                     |                                     |           |   |      |                             |                                    |
|               | da                            | y of,  | <u> </u>                            |                                     |           |   |      |                             |                                    |
|               | da                            | y of,  |                                     |                                     |           |   |      |                             |                                    |

SIGNATURES OF GOVERNING BOARD

| DATE  RECEIPT No.  METER No.  ACCOUNT No.              | DATE         | READING PRESENT PREVIOUS | GAL. OR CU. FT.                         | WATER CHARGE        | AMOUNT |
|--|--------------|--------------------------|---|---------------------|--------|
| METER No.——————  |              |                          | +                                       |                     |        |
| ACCOUNT No.  |              | I ILL VICOO              |   |                     |        |
|  |              | CONSUMED                 |   |                     |        |
|  |              |                          | SEW                                     | AGE DISPOSAL CHARGE |        |
|  | Received Pay | ment                     | /                                       | ARREARS SEWAGE      |        |
|  |              |                          |   |                     |        |
| DUE 30TH OF MONTH IN                                   | By           |                          |   | SALES TAX           |        |
| VHICH BILL IS RECEIVED.                                |              |                          |   | ARREARS WATER       |        |
| MATER LITHERY  |              |                          | DISC. O                                 | R COLLECTION CHARGE |        |
| WATER UTILITY  |              |                          |   | TOTAL               |        |
| 0% OF THE FIRST \$3.00 AND<br>% OF THE BALANCE OF BILL |              |                          |   |                     |        |
| VILL BE ADDED IF NOT PAID                              |              |                          |   |                     |        |
| VHEN DUE.  | NAME         |                          |   |                     |        |
|  | ADDRESS      | (                        | ~ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ |                     |        |
| EWAGE PENALTY 10% OF BILL                              |              | 1                        | SAMPI                                   |                     |        |
|  |              |                          |   |                     |        |
|  | MUNICIPAI    | L WATER & SEWAGE         | UTILITIES CH                            | URUBUSCO, INDIA     | ANA    |
| Noto:  | The sower    | o disposal chargo is p   | ot subject                              |                     |        |
| Note.  | to sales tax |                          | ot subject                              |                     |        |
| Note:  |              | e disposal charge is no  | ot subject                              |                     |        |

#### ACCOUNTS RECEIVABLE CONTROL

When utility records are kept on a cash or single-entry basis, a separate control account should be carried on General Ledger Sheet, General Form No. 315, in the front of the Consumer's Ledger. This account will be debited with the total monthly billing to all customers for utility services including penalties and sales tax. This account will be credited with the total accounts receivable collections, penalties and sales tax shown by the Register of Daily Cash Receipts - Consumers.

Under normal conditions the individual active accounts of customers should at all times show debit balances and at the end of each month the individual active accounts should be added and the total so obtained checks against the balance of the control account. If any adjustments are necessary to be made either to the control or to the individual active accounts, proper explanation should be recorded in the records.

When any adjustment is made to a customer's account in order to correct an error in a previous charge or credit, a like entry should be made to the control account; debiting the control to increase the charge and crediting the control to decrease the charge in order to keep the total of the individual active accounts in agreement with the control.

After all efforts have been exhausted to effect collection of delinquent accounts, and after service has been discontinued and meter deposits applied, a list of uncollectible accounts should be submitted to the board for approval before being written off and transferred to an uncollectible accounts file. After approval has been made a matter of record the total of these accounts, including the sales tax thereon, will be credited to the control account.

The foregoing procedure for handling uncollectible accounts is not applicable to delinquent sewage accounts. The procedure for collecting delinquent sewage accounts will be found on Pages 51-88 to 51-91.

When utility records are kept on an accrual or double-entry basis the Accounts Receivable account in the General Ledger serves as a control of all individual accounts in the Consumer's Ledger and the foregoing procedure would not be applicable.

#### REGISTER OF DAILY CASH RECEIPTS - CONSUMERS

| CLASS A-B-0<br>Water-Munic | C-D<br>ipal Sewage Utility                               |          | _ [      | DEPA | RTME      | ENT |            |              |     | ı        | MON <sup>-</sup> | ГН ОЕ |          |       |                         |          |              | , |   |               |              |         | PAG           | GE     | _                  |              |            |          |
|----------------------------|--|----------|----------|------|-----------|-----|------------|--------------|-----|----------|------------------|-------|----------|-------|-------------------------|----------|--------------|---|---|---------------|--------------|---------|---------------|--------|--------------------|--------------|------------|----------|
|                            |  |          |          |      |           |     |            | _            |     |          |                  |       |          |       |                         |          |              |   |   |               |              |         | U             | TILITY | FORM N             | <u>10. 3</u> | 13A (      | (1981)   |
| DATE                       | NAME<br>OR<br>ACCOUNT NUMBER                             | <b>√</b> | UI       | NMET | A<br>EREC |     | UNTS<br>ME |              | RED | ABLE     | OTH              | IER   | _ C      | OISCO | EITED<br>UNTS<br>LTIES) |          | SALES<br>TAX | ١ |   | OPER<br>ECEIF | ATING<br>PTS |         | ISTOI<br>EPOS |        |                    | <u>TO</u>    | <u>TAL</u> |          |
|                            | AMOUNT BROUGHT FORWARD                                   |          | Ш        |      |           |     |            |              |     |          |                  |       |          |       |                         | Ш        |              |   |   |               |              | $\perp$ | Ш             |        | Ш                  | $\perp$      | $\perp$    |          |
|                            |  |          |          |      |           |     |            |              |     |          |                  |       |          |       |                         |          |              |   |   |               |              |         |               |        |                    |              |            |          |
|                            |  |          | П        |      |           |     |            | Т            |     |          |                  |       |          |       |                         |          |              |   |   |               |              |         | П             |        | П                  | Т            | Т          |          |
|                            |  |          |          |      |           |     |            | T            |     |          |                  |       |          |       |                         |          |              |   |   |               |              |         |               |        | $\Box$             |              |            |          |
|                            |  |          |          |      |           |     |            | T            |     |          |                  |       |          |       |                         |          |              |   |   |               |              | T       |               |        | $\top$             | T            | T          | T        |
|                            | Town-Hydrant Rental                                      |          | $\sqcap$ |      |           |     | $\top$     | $\top$       |     | $\sqcap$ |                  |       | П        |       |                         | П        |              |   |   |               |              | $\top$  | $\sqcap$      |        | $\top$             | T            | $\top$     |          |
|                            | Sub-Totals   |          |          |      |           |     |            | $\top$       |     | $\Box$   |                  |       |          |       |                         |          |              |   |   |               |              | $\top$  | Ħ             |        | $\top$             | $\top$       | 1          |          |
|                            | - Cub Totalo   |          | П        |      |           |     | $\top$     | T            |     | П        |                  |       | П        |       |                         | П        |              |   |   |               |              |         | П             |        | $\top$             | $\top$       | $\top$     | $\top$   |
|                            |  |          |          |      |           |     |            | $\top$       |     |          |                  | T     |          |       |                         |          |              |   |   |               |              | $\top$  | Ħ             |        | $\top$             | $\top$       | $\top$     | T        |
|                            |  |          |          |      |           |     |            | $\dagger$    | Τ.  | N        | (H               | LI    |          |       |                         |          |              |   |   |               |              | $\top$  | $\Box$        |        | +                  | +            | $\top$     | $\vdash$ |
|                            |  |          |          |      |           |     |            | ⇟            | à A | 1        | <u>)C-</u>       |       |          |       |                         |          |              |   |   |               |              | +       | Ħ             |        | ++                 | +            | +          | +        |
|                            |  |          |          |      |           |     |            | $\uparrow$   |     |          |                  |       |          |       |                         |          |              |   |   |               |              |         | H             |        | +                  | +            | +          | +        |
|                            |  |          | $\vdash$ |      |           | +   | ++         | +            |     | $\Box$   |                  |       | Н        |       |                         | $\vdash$ |              |   |   |               |              | +       | $^{++}$       |        | ++                 | +            | +          | $\vdash$ |
|                            |  |          | H        | +    |           |     | +          | +            |     |          | +                |       | Н        |       |                         | H        |              |   |   |               |              | +       | +             |        | ++                 | +            | +          | +        |
|                            |  |          | $\vdash$ |      |           | +   | +          | +            |     |          |                  |       | $\Box$   |       |                         | H        |              |   |   |               |              | +       | H             |        | ++                 | +            | +          | +        |
|                            |  |          | $\vdash$ | +    | +         | +   | ++         | +            |     | ++       | +                |       | $\vdash$ | +     |                         | $\vdash$ |              |   | + |               |              | +       | ++            | _      | ++                 | +            | +          | $\vdash$ |
|                            | Totals   |          | $\vdash$ |      |           |     |            | +            |     |          |                  |       |          |       |                         |          |              |   |   |               |              | +       | +             |        | ++                 | +            | +          | $\vdash$ |
|                            |  |          |          |      |           |     |            | +            |     |          |                  |       |          |       |                         |          |              |   |   |               |              | +       | H             |        | ++                 | +            | +          | ⊢        |
|                            |  |          | Ш        | _    |           | +   | +          | +            |     |          | +                |       | Н        | _     |                         | H        |              |   |   |               |              | +       | Н             | -      | ++                 | +            | +          | $\vdash$ |
|                            | Note: Nonoperating Receipts" column shall be used for re | econ     | necti    | on.  |           |     |            | +            |     |          |                  |       |          |       |                         |          |              |   |   |               |              | +       | +             |        | ++                 | +            | +          | +        |
|                            | charges, tap charges and similar items.                  |          |          |      |           |     |            | +            |     |          |                  |       |          |       |                         |          |              |   |   |               |              | +       | H             |        | ++                 | +            | +          | ₩        |
|                            |  |          |          |      | <u> </u>  | _   | ++         | +            |     | $\vdash$ | _                |       | Н        | _     |                         | $\vdash$ |              |   | _ |               |              | +       | $\vdash$      |        | ++                 | +            | +          | $\vdash$ |
|                            |  |          |          |      |           |     |            | $\downarrow$ |     |          |                  |       |          |       |                         |          |              |   |   |               |              | +       | $\perp$       |        | ++                 | $\perp$      | +          | _        |
|                            | This form serves as a medium for posting to Water        | Utilit   | y        |      |           | _   | $\sqcup$   | 4            |     | Ш        |                  |       | Ш        | _     |                         | Ш        |              |   |   |               |              | +       | Ш             |        | $\perp \perp$      | $\perp$      | $\bot$     | ╄        |
|                            | Simplified Cash Journal. The subtotals represent p       | enci     | I        |      |           |     | $\perp$    | 4            |     | $\Box$   |                  |       |          |       |                         |          |              |   |   |               |              | $\perp$ | $\sqcup$      |        | $\perp \downarrow$ | 4            | $\perp$    | _        |
|                            | footings of cumulative totals to provide for this posti  | ing.     |          |      |           |     | $\coprod$  | $\perp$      |     | Ш        |                  |       | Ш        |       |                         | Ш        |              |   |   |               |              | $\perp$ | Ш             |        | $\perp \downarrow$ | $\perp$      | $\perp$    | _        |
|                            |  |          |          |      |           |     |            | $\perp$      |     |          |                  |       | Ш        |       |                         |          |              |   |   |               |              | $\perp$ | $\sqcup$      |        | $\perp$            | $\perp$      | $\perp$    |          |
|                            |  |          |          |      |           |     |            |              |     |          |                  |       | Ш        |       |                         |          |              |   |   |               |              | $\perp$ |               |        | Ш                  | $\perp$      | $\perp$    |          |
|                            |  |          |          |      |           |     |            |              |     |          |                  |       |          |       |                         |          |              |   |   |               |              |         |               |        |                    |              |            |          |

#### GUARANTEE DEPOSIT REGISTER

|                    |           |  |   |       |           |                 |      |       | PAG      |  |             |         | _   |
|--------------------|-----------|--|---|-------|-----------|-----------------|------|-------|----------|--|-------------|---------|-----|
|                    |           | DEPOSI   | TS  |       |           |                 |      | REFUN |          | bed by State B                                   | pard of Acc | ounts F | orm |
| DATE               | NO.       | NAME   | LOCATION  |       | AMOL      | JNT             | DATE |       |          | REFUNDE  | D BALA      | ANCE    | I   |
|                    |           |  |   |       |           |                 |      |       |          |  |             |         | Ŧ   |
|                    |           |  |   |       | -         |                 |      |       |          |  |             |         | +   |
|                    | 1         |  |   |       |           |                 |      |       |          |  |             |         | +   |
|                    |           |  |   |       |           |                 |      |       |          |  |             |         | Ť   |
|                    |           |  |   |       |           |                 |      |       |          |  |             |         | I   |
|                    | -         |  |   | _     | <b>-</b>  | <b>.</b> ⊢      |      | _     |          | -  | _           |         | +   |
|                    | Note:     | The "Guarantee Deposit Register" should be arranged                                | S A   |       | 1 1       |                 |      |       |          |  |             | _       | +   |
|                    |           | alphabetically. This record should be reconciled monthly                           |   | ~ N P |           |                 |      |       |          |  |             |         | +   |
|                    | 1         | with the balance in the Meter Deposit Fund.  |   | TA To |           |                 |      |       |          |  |             |         | I   |
|                    | -         |  | 512   |       | -         |                 |      |       |          | <b> </b>   |             |         | 4   |
|                    | -         |  |   |       | -         | $\vdash$        |      |       |          |  |             |         | +   |
|                    | 1         |  |   | -     |           | +               |      | 1     |          |  | 1           | +       | +   |
|                    |           |  |   |       |           |                 |      |       |          |  |             |         |     |
|                    |           |  |   |       |           |                 |      |       |          |  |             |         | 4   |
| D                  | <br>      |  |   |       | m No. 310 |                 |      |       |          | <del>                                     </del> |             | -       | 4   |
| Prescribed by Sta  | ite Board | of Accounts  |   | For   | m No. 310 | -               |      |       |          |  |             |         | +   |
| SUBJECT TO ALL RUL | .ES       | CONSUMER'S GUAF  | RANTEE DEPOSIT                                    |       |           | _               |      |       |          |  |             |         | 1   |
| AND REGULATIONS N  | IOW       |  |   |       |           |                 |      |       |          |  |             |         | _   |
| IN EFFECT OR HERE- |           | WIT  | H   | No    | •         | _               |      |       |          |  |             |         | 4   |
| AFTER ADOPTED      |           | NAL II   | NICIPAL WATER UTILITY                             |       |           | _               |      |       |          |  |             | -       | +   |
|                    |           |  | NICIFAL WATER OTILITY                             |       |           | _               |      |       |          |  |             |         | +   |
|                    |           | OSGOOD,  | INDIANA   |       |           | _               |      |       |          |  |             |         | 1   |
|                    |           |  | DATE  |       |           | _               |      |       |          |  |             |         | 4   |
|                    |           |  |   |       |           | _               |      |       |          |  |             |         | +   |
|                    |           |  |   |       |           | -               |      |       |          |  |             |         | +   |
| RECEIVED C         | )F        |  |   | \$    |           | _               |      |       |          |  |             |         | 1   |
|                    |           |  |   |       |           | _               |      |       |          |  |             |         | ]   |
|                    |           |  |   | DC    | DLLARS    | _               |      |       |          | <del></del>                                      |             |         | 4   |
| TO BE HELD         | IN TRI    | JST as a guarantee Deposit for payment of Water servic                             | To be refunded on discontinuance of service if    | and   |           | -               |      |       |          |  |             |         | +   |
| when all bills     |           |  | 5. To be forunded on diodonandarios of service in | ana   |           | _               |      |       |          |  |             |         | +   |
| KEEP THIS R        | RECEIP    | I  |   |       |           | _               |      |       |          |  |             |         | ]   |
|                    |           |  | MUNICIPAL WATER UTILITY                           |       |           | _               |      |       |          | <b></b>  |             | _       | 4   |
| ADDRESS            |           |  | _BY   |       |           | -               |      |       |          |  |             | +       | +   |
| 'DDI/F00           |           |  |   | COLL  | ECTOR     |                 |      |       |          |  |             | +       | +   |
|                    |           |  |   |       |           |                 |      |       |          |  |             |         |     |
|                    |           |  |   | _     | -         |                 |      | _     |          | $\vdash$   |             |         | 4   |
| Note: The          | riginal   | receipt is issued to the consumer and the  |   | _     | -         | $\vdash \vdash$ |      | -     | $\vdash$ | $\vdash$   | -           | +       | 4   |
|                    |           | receipt is issued to the consumer and the retained in a bound book and serves as a |   |       | -         | $\vdash \vdash$ |      | 1     | $\vdash$ |  | -           | +       | +   |
|                    |           | osting to the "Guarantee Deposit Register."  |   |       |           |                 |      |       |          |  |             |         | j   |
| meui               |           |  |   |       |           |                 |      |       |          |  |             |         |     |

| LOCATION   |       |       |          |                             |               |       |                |               |       |          |           |       |       |                   |        |        | ٨٠٠       | CONT IN | 0                |
|------------|-------|-------|----------|-----------------------------|---------------|-------|----------------|---------------|-------|----------|-----------|-------|-------|-------------------|--------|--------|-----------|---------|------------------|
| LOCATION _ |       |       |          |                             |               |       |                |               |       | 1        |           |       | 1     | îr.               | Ω.     |        |           |         | Form 321         |
| NAMI       | _     |       |          | MOVED F                     | POM.          |       | LEDGE<br>FOLIO | ACC(          |       |          | MOVED TO  |       |       | ACCOUNT<br>NUMBER |        | =D /   | DEPOS     |         | CANCEL 9         |
| INAIVII    |       |       |          | WOVEDTI                     | COIVI         |       | I OLIO         | INOIVI        | DLIX  |          | WOVED TO  |       | TOLIO | NOWBER            | NOMBL  | _1\    | AIVIOOIVI | ISSOLD  | CANCLLS          |
|            |       |       |          |                             |               |       |                |               |       |          |           |       |       |                   |        |        |           |         |                  |
|            |       |       |          |                             |               |       |                |               |       |          |           |       |       |                   |        |        |           |         |                  |
|            |       |       |          | METE                        | RS            |       |                |               |       |          |           | 10    |       |                   | ETERS  |        |           |         |                  |
| CO. NUMBE  | MO    |       | DATE S   |                             | MO            |       | DATE RE        | MOVED<br>ORDE | D NO  |          | NUMBER    | MO.   | DAY   | DATE SET          | ORDER  | NO N   |           | ATE REM | OVED<br>ORDER NO |
| JO. NOWIDE | IVIO. | DAT   | ILAN     | ONDEN NO                    | . IVIO.       | DA    | ILLAN          | ONDE          | K NO. | 00       | NUMBER    | IVIO. | DAT   | TEAR              | ORDER  | INO. I | VIO. DAT  | ILAN    | ORDER INC        |
|            |       |       |          |                             |               |       |                |               |       |          |           |       |       |                   |        |        |           |         |                  |
|            |       |       |          |                             |               |       |                |               |       |          |           |       |       |                   |        |        |           |         |                  |
|            |       |       |          | CU. F                       |               | III . | LLONS          | OR            |       |          | CHARGES   | П .   |       | PAYM              |        | DIS-   |           | CR.     | SUS-             |
| DATE READ  |       | INDE  | :X       | CONSU                       | MED           | COI   | NSUMED         | BAL           | COMMI | ERCIA    | INDUSTRIA |       | MISC. | DATE              | AMOUNT | COUF   | RI BA     | ALANCE  | PENSE            |
|            |       |       |          |                             |               |       |                |               |       |          |           |       |       |                   |        |        |           |         |                  |
|            |       |       |          |                             |               |       |                |               |       |          |           |       |       |                   |        |        |           |         |                  |
|            |       |       |          |                             |               |       |                |               |       |          |           |       |       |                   |        |        |           |         |                  |
|            |       |       |          |                             |               |       |                |               |       |          |           |       |       |                   |        |        |           |         |                  |
|            |       |       |          |                             |               |       |                |               |       |          |           |       |       |                   |        |        |           |         |                  |
|            |       |       |          |                             |               |       |                |               |       | M        |           |       |       |                   |        |        |           |         |                  |
|            |       |       |          |                             |               |       |                |               | 5 🕰   | <u> </u> |           |       |       |                   |        |        |           |         |                  |
|            |       |       |          |                             |               |       |                |               |       |          |           |       |       |                   |        |        |           |         |                  |
|            |       |       |          |                             |               |       |                |               |       |          |           |       |       |                   |        |        |           |         |                  |
| =          | Note  | e Cha | arges ir | nclude sales                | tax.          |       |                |               |       |          |           |       |       |                   |        |        |           |         |                  |
|            |       | Per   | nalty is | entered in c                | olumns        |       |                |               |       |          |           |       |       |                   |        |        |           |         |                  |
|            |       | hea   | aded "M  | liscellaneous               | s."           |       |                |               |       |          |           |       |       |                   |        |        |           |         |                  |
|            |       | hea   | aded "M  | entered in colliscellaneous | oiumns<br>s." |       |                |               |       |          |           |       |       |                   |        |        |           |         |                  |

Prescribed by State Board of Accounts Form 315

ACCOUNTS RECEIVABLE CONTROL

NAME OF ACCOUNT

SHEET No.

CLASSIFICATION

|          | LASSII       | ICATION |          |                      |          |           |        |           | INAIVIL    | OI A          | CCCOINT  | ACCOL     | טואונ                | KLCL     | IVADLL  | COI | VIIVOL        | -        |               |      |          |          |
|----------|--------------|---------|----------|----------------------|----------|-----------|--------|-----------|------------|---------------|--|-----------|----------------------|----------|---------|-----|---------------|----------|---------------|------|----------|----------|
| (        | ONTRO        | L ACCT. |          |                      |          |           |        |           |            |               |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         |          |                      |          |           |        |           |            |               |  |           | ,                    |          |         |     |               |          |               |      |          | 1        |
| DATE     |              |         |          |                      |          |           |        |           | DA         | ГЕ            |  |           | $\parallel J \rceil$ |          |         |     |               |          |               |      |          |          |
|          |              | ITEMS   | FOL      | $\  \mathbf{V} \ $   |          | DE        | BITS   |           |            |               | ITEMS  | FOL.      | <b>V</b>             |          | CRED    | ITS |               |          | BAI           | ANCE | =        |          |
| -        | _            | TILWO   | II OL    | H                    | $\vdash$ |           | DITO   |           |            | $\overline{}$ | TILING   | II OL.    | H                    | $\vdash$ | UNLD    |     | $\overline{}$ | -        |               | ANGL |          | 1        |
|          |              |         | -        | $\vdash$             |          | $\perp$   | _      |           | _          |               |  |           | ₩                    |          |         |     |               |          |               |      |          |          |
|          |              |         |          |                      |          |           |        |           |            |               |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         |          |                      |          |           |        |           |            |               |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         |          |                      |          |           |        |           |            |               |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         | -        |                      |          |           | _      |           | -          |               |  | _         | -                    |          | +       |     | +             |          |               |      |          | -        |
|          |              |         | _        |                      |          | $\perp$   |        |           | _          |               | THE STATE OF THE S |           | Ш                    |          |         |     |               |          |               |      |          |          |
|          |              |         |          |                      |          |           |        |           |            | 173           |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         |          |                      |          |           |        |           | , -        | M             |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         |          |                      |          |           |        | 1         | <b>4</b>   | Th. 70        |  |           |                      |          |         |     |               |          |               |      |          | 1        |
|          |              |         | +        | $\vdash$             | $\vdash$ | +         | +      | 1         | 3 A        | +             | PLE  |           | $\vdash$             |          | +       |     | +             | $\vdash$ | $\rightarrow$ |      |          | ₩        |
|          | _  _         |         |          |                      |          |           |        |           |            |               |  | _         | Ш                    |          |         |     | $\perp$       |          | $\perp$       |      |          | <b> </b> |
|          |              |         |          |                      |          |           |        |           |            |               |  |           |                      |          |         |     |               |          |               |      |          | <u> </u> |
|          |              |         |          |                      |          |           |        |           |            |               |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         |          |                      |          |           |        |           | -11        |               |  |           |                      |          |         |     |               |          |               |      |          | 1        |
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|          |              |         | Note     | e:                   | The p    | roced     | ure to | prove a   | and cross  | s balaı       | nce is as follows:   |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         |          |                      |          |           |        |           |            |               |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         |          |                      | Re       | ainnin    | n hala | ince nli  | is total d | ahita l       | ess total credits equals e   | nding hal | ance                 |          |         |     |               |          |               |      |          |          |
|          |              |         | 1        |                      | DC       | 911111111 | g baic | iiioo pic | is total a | obito i       | coo total credito equalo e   | naing bai | unico.               |          |         |     |               |          |               |      |          | 1        |
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|          |              |         | _        |                      | E        | Examp     | ole:   |           |            |               |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         |          |                      |          |           |        |           |            |               |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         | 7        |                      | 9        | ;         | 6 3    | 0 .00     |            |               |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         | $\dashv$ |                      | 4        |           |        |           |            |               |  |           |                      |          |         |     |               |          |               |      |          | 1        |
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|          |              |         | 4        |                      |          |           |        |           |            |               |  |           |                      |          | $\perp$ |     |               |          | $\perp$       |      |          |          |
|          |              |         |          |                      | 9        | 5         | 8 0    | 8 .00     |            |               |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         | 7        |                      |          |           |        | 6 .00     |            |               |  |           |                      |          |         |     |               |          |               |      |          |          |
| +        |              |         | $\dashv$ |                      | -        | -         | 0 0    | 0 .00     |            |               |  |           |                      |          |         |     | +             |          | +             |      |          | 1        |
| $\vdash$ | _            |         | $\dashv$ |                      |          |           |        |           |            |               |  |           |                      | _        | +       |     | +-            | $\vdash$ | $\rightarrow$ |      | $\vdash$ | ₩        |
|          |              |         | 4        |                      | 9        | 1         | 1 2    | 2 .00     |            |               |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         |          |                      | _        |           |        |           |            |               |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         | 7        |                      |          |           |        |           |            |               |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         | +        | $\vdash$             | $\vdash$ | +         |        |           | -          |               |  |           | $\vdash$             |          |         |     | +             |          |               |      |          |          |
| $\vdash$ | $-\parallel$ |         | +        | $\vdash\vdash\vdash$ | $\vdash$ | +         | +      |           | -          | +             |  | _         | $\blacksquare$       | $\vdash$ | +       |     | +-            | $\vdash$ | $\rightarrow$ |      | $\vdash$ | -        |
|          |              |         |          |                      |          |           |        |           |            |               |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         |          |                      |          |           |        |           |            |               |  |           |                      |          |         |     |               |          |               |      |          |          |
|          |              |         | 1        | -                    |          |           |        |           | 1          |               |  |           | 1                    |          |         |     | $\overline{}$ |          | $\overline{}$ |      |          | 1        |

#### LEFT HAND SIDE OF FORM

# WATER UTILITY SIMPLIFIED CASH JOURNAL

FOR CLASS D UTILITIES

FUNDS

FUNDS

RECEIPTS

CASH OPERATING FUND

BOND & INTEREST (SINKING) FUND

DEPRECIATION FUND

MORE Deposit

FUND

CASH OPERATING RECEIPTS

TRANSFER RECEIPTS

OTHER RECEIPTS

TO BOND &

TO BOND &

|      |      |             | ADDANG |          | CASH    | OPERATING          | FUND   | BON     | D & INTE  | REST (SIN  | KING) F | FUND              |        | DEP           | RECIAT | ION FU        | IND    | -                  |         | Meter De | eposit        | FUN               | ID        |          |         | CASH OPERA                       | ATING R           | CEIPTS | 3        | $\neg$    | TRANSFE                            | RECE | EIPTS           | 0          | THER RE            | CEIPTS  | _    |
|------|------|-------------|--------|----------|---------|--------------------|--------|---------|---|------------|---------|-------------------|--------|---------------|--------|---------------|--------|--------------------|---------|----------|---------------|-------------------|-----------|----------|---------|----------------------------------|-------------------|--------|----------|-----------|------------------------------------|------|-----------------|------------|--------------------|---------|------|
| DATE |      |             | NO. OR |          |         | DISBURSE-<br>MENTS |        |         |   | NSBI IRSE. |         |                   |        |               | DISBU  | IRSE.         |        |                    |         |          | OISRI IRSE    |                   |           | UNME     | TERED   | METERED<br>SALES TO<br>CUSTOMERS | FOR               | FEITS  | OTHE     | R         | TO BOND &<br>INTEREST<br>(SINKING) | DEP  | TO<br>RECIA-    | NC<br>OPER | ON-                | CLISTON | /IFR |
|      | NAME | EXPLANATION | FOLIO  | RECE     | EIPTS   | MENTS              | BALANC | E RECEI | PTS .   | MENTS      | BAL     | LANCE             | RECE   | IPTS          | MEN    | пs            | BALAN  | NCE                | RECEI   | PTS      | MENTS         | BALA              | ANCE      | CUST     | OMERS   | CUSTOMERS                        | S (PEN            | LTIES) | RECEIF   | TS        | FUND                               | TION | FUND            | RECE       | EIPTS              | DEPOS   | ITS  |
| _1   |      |             |        | ш        |         |                    |        |         |   |            |         |                   |        | $\perp$       |        | $\perp$       |        |                    |         |          |               |                   |           |          |         |                                  |                   |        |          | Ш         |                                    |      |                 |            | $\perp$            |         | 1    |
| 2    |      |             |        |          |         |                    |        |         |   |            |         |                   |        |               |        |               |        |                    |         |          |               |                   |           |          |         |                                  |                   |        |          |           |                                    |      |                 |            |                    |         | 2    |
| _ 3  |      |             |        |          |         |                    |        |         |   |            |         |                   |        |               |        |               |        |                    |         |          |               |                   |           |          |         |                                  |                   |        |          |           |                                    |      |                 |            |                    |         | 3    |
| 4    |      |             |        |          |         |                    |        |         |   |            |         |                   |        |               |        |               |        |                    |         |          |               |                   |           |          |         |                                  |                   |        |          |           |                                    |      |                 |            |                    |         | 4    |
| 5    |      |             |        |          |         |                    |        |         |   |            |         |                   |        |               |        |               |        |                    |         |          |               |                   |           |          |         |                                  |                   |        |          |           |                                    |      |                 |            |                    |         | 5    |
| 6    |      |             |        | П        |         |                    |        |         |   |            | П       |                   |        |               |        | $\Box$        |        |                    |         |          |               |                   |           |          |         |                                  | П                 |        |          | П         |                                    |      |                 |            |                    |         | 6    |
| 7    |      |             |        | П        |         |                    |        |         |   |            | П       |                   |        |               |        |               | <1     | V                  | À       |          |               |                   |           |          |         |                                  |                   |        |          | П         |                                    | П    |                 |            |                    |         | 7    |
|      |      |             |        | П        |         |                    |        |         |   |            |         |                   |        |               | 1      |               | 1      | 4                  | 4       |          |               |                   |           |          |         |                                  |                   |        |          | П         |                                    |      |                 |            |                    |         |      |
| -    |      |             |        |          |         |                    |        |         |   |            | Ħ       |                   |        | 13            | M      | M             |        | 1                  |         |          |               |                   | 1         | H        |         |                                  |                   |        |          | П         |                                    | П    |                 |            |                    |         | 9    |
| 9    |      |             |        | $\vdash$ | $\top$  |                    |        |         |   |            | Ħ       | 9                 |        |               | - 12   |               |        | $\Box$             |         | $\vdash$ | +             | $\top$            | $\top$    | H        | $\top$  |                                  | $\top$            |        |          | П         |                                    | П    | $\Box$          |            |                    |         | 10   |
| 10   |      |             |        | $\vdash$ | +       |                    |        |         | +   | ++         | $\Box$  |                   | 1      | $\Box$        | +      | +             |        | $\forall$          |         | +        | ++            | +                 | +         |          | +       |                                  | $\Box$            | +      | $\vdash$ | $\forall$ |                                    | H    | $\dashv$        | $\dashv$   | +                  |         |      |
|      |      |             |        |          | +       |                    |        |         | +   | +          | H       | +                 | +      | +             |        | +             |        | $\forall$          |         | +        | ++            | +                 | +         |          |         |                                  | +                 |        | $\vdash$ | H         |                                    | H    | +               |            | +                  |         | 11   |
| 12   |      |             |        |          | +       |                    |        |         | +   | ++         | H       | $\dashv$          | +      | +             | +      | +             |        | $\forall$          | +       | +        | ++            | +                 | +         |          |         |                                  | +                 |        |          | H         |                                    | H    | +               |            | +                  |         | 12   |
| 13   |      |             |        | $\vdash$ | +       |                    |        | +       | ++  | ++         | H       | +                 | +      | +             | _      | ++            | +      | +                  | +       | +        | ++            | +                 | +         |          | +       |                                  | +                 | +      |          | $\forall$ | ++                                 | Н    | +               |            | +                  |         | 13   |
| 14   |      |             |        | $\vdash$ | +       |                    |        |         | ++  | ++         | H       | +                 | +      | +             | _      | +             | +      | +                  | +       | +        | ++            | +                 | +         |          | +       |                                  | +                 |        | $\vdash$ | $\forall$ |                                    | Н    | $\dashv$        |            | +                  |         | 14   |
| 15   |      |             |        | H        | +       |                    |        |         |   |            | Н       | +                 |        | +             |        | +             |        | +                  |         | $\vdash$ | +             |                   | +         |          |         |                                  | +                 |        |          | Н         | ++                                 | Н    | +               |            | +                  |         | 15   |
| 16   |      |             |        | $\vdash$ | +       |                    |        | +       | +   | ++         | H       | +                 | +      | +             |        | +             | +      | ++                 | +       | +        | ++            | +                 | +         |          | +       |                                  | +                 |        |          | Н         | ++                                 | Н    | +               |            | +                  |         | 16   |
| _17  |      |             |        | ₩        | -       |                    |        |         |   |            | Н       | +H                | +      | +             |        | +             | -      | +                  | +       | +        | ++            | +                 | +         |          | +       |                                  | +                 |        |          | Н         | +                                  | Н    |                 |            |                    |         | 17   |
| 18   |      |             |        | ₩        | +       |                    |        |         | ++  | ++         | Н       | -                 | +      | +             | _      | +             | +      | +                  | +       | ++       | ++            | ++                | +         | $\vdash$ | +       |                                  | ₩                 | _      | $\vdash$ | Н         | ++                                 | H    | +               | +          | +                  |         | 18   |
| 19   |      |             |        | $\vdash$ | +       |                    |        | _       | ++  |            | Н       | -                 | +      | +             |        | ++            | _      | ++                 | +       | ++       | ++            | +                 | +         |          | -       |                                  | ₩                 |        |          | Н         |                                    | Н    | +               |            | +                  |         | 19   |
| _20  |      |             |        | ₩        | +       |                    |        | +       |   | ++-        | Н       | +                 | +      | +             |        | +             | _      | +                  | _       | $\vdash$ | ++            | +                 | +         |          | +       |                                  | ₩                 |        |          | Н         | ++                                 | Н    | +               |            | +                  |         | 20   |
| 21   |      |             |        | Н        | $\perp$ |                    |        | _       | ++  |            | Н       | $\perp$           | _      | +             |        | +             | _      | $\perp$            | $\perp$ | $\vdash$ | ++            | +                 | +         |          | +       |                                  | ₩                 |        |          | Н         | $\perp$                            |      | $\perp$         | _          | $\perp$            |         | 21   |
| 22   |      |             |        | ш        |         |                    |        | $\perp$ |   |            | Ш       |                   |        | $\perp$       |        | $\perp$       |        | $\perp \downarrow$ |         |          |               | $\perp$           |           |          |         |                                  |                   |        |          | Ш         | $\perp$                            | Ш    | $\perp$         |            |                    |         | 22   |
| _23  |      |             |        | Н.       | $\perp$ |                    |        |         |   |            | Ш       |                   | _      | $\perp$       |        | $\perp$       |        | Н                  |         |          |               |                   | $\perp$   | Ш        | _       |                                  |                   |        |          | Ш         | $\perp$                            | Ш    |                 |            |                    |         | 23   |
| 24   |      |             |        | ш        | $\perp$ |                    |        |         | Ш   | $\perp$    | Ш       | $\perp$           | _      | $\perp \perp$ |        | $\perp \perp$ |        | Ш                  |         | ш        | $\perp \perp$ | $\bot$            | $\perp$   |          | $\perp$ |                                  | $\perp$           |        |          | Ш         | $\perp$                            | Ш    | $\perp$         |            | $\perp \downarrow$ |         | 24   |
| 25   |      |             |        | ш        |         |                    |        |         |   |            | Ш       |                   | _      | $\perp$       |        | Ш             |        | Ш                  |         |          |               | $\perp$           |           | Ш        |         |                                  |                   |        |          | Ш         |                                    | Ш    |                 |            |                    |         | 25   |
| 26   |      |             |        | Ш        |         |                    |        |         |   |            |         |                   |        |               |        | Ш             |        |                    |         |          |               |                   |           |          |         |                                  |                   |        |          |           |                                    |      |                 |            |                    |         | 26   |
| 27   |      |             |        | Ш        |         |                    |        |         |   |            |         |                   |        |               |        | Ш             |        |                    |         |          |               |                   | $\perp$   |          |         |                                  |                   |        |          |           |                                    |      |                 |            |                    |         | 27   |
| 28   |      |             |        |          |         |                    |        |         |   |            |         |                   |        |               |        |               |        |                    |         |          |               |                   |           |          |         |                                  |                   |        |          |           |                                    |      |                 |            |                    |         | 28   |
| 29   |      |             |        |          |         |                    |        |         |   |            |         |                   |        |               |        |               |        | $\coprod$          |         |          |               |                   |           |          |         |                                  |                   |        |          | Ш         |                                    |      |                 |            |                    |         | 29   |
| 30   |      |             |        |          |         |                    |        |         |   |            |         |                   |        |               |        |               |        |                    |         |          |               |                   |           |          |         |                                  |                   |        |          |           |                                    |      |                 |            |                    |         | 30   |
| 31   |      |             |        |          |         |                    |        |         |   |            |         |                   |        |               |        |               |        | П                  |         |          |               |                   |           |          |         |                                  |                   |        |          |           |                                    |      |                 |            |                    |         | 31   |
| 32   |      |             |        |          |         |                    |        |         |   |            | П       |                   |        |               |        | П             |        | П                  |         | П        |               |                   |           |          |         |                                  |                   |        |          |           |                                    |      |                 |            |                    |         | 32   |
| 33   |      |             |        |          |         |                    |        |         |   |            | П       |                   |        |               |        | $\sqcap$      |        | П                  |         |          |               |                   |           |          |         |                                  |                   |        |          | П         |                                    |      | $\Box$          |            |                    |         | 33   |
| 34   |      |             |        | П        |         |                    |        |         |   |            |         |                   |        |               |        | $\Box$        |        | П                  |         | $\Box$   |               |                   |           |          |         |                                  |                   |        |          | П         |                                    | П    | $\Box$          |            |                    |         | 34   |
| 35   |      |             |        | $\Box$   |         |                    |        |         | $\Box$  |            | П       |                   |        |               |        | $\Box$        |        | П                  |         | $\Box$   | $\top$        |                   |           |          |         |                                  |                   |        |          | П         |                                    | П    |                 |            |                    |         | 35   |
| 36   |      |             |        | ÎΤ       | T       |                    |        |         | $\top \!$ |            | Ħ       | $\Box$            | $\top$ | $\top$        | $\top$ | $\forall$     |        | $\forall$          | $\top$  | $\sqcap$ |               | $\top$            | $\top$    | Ħ        | $\top$  |                                  | $\dagger \dagger$ |        | $\vdash$ | П         |                                    | П    | $\dashv \dashv$ |            | $\top$             |         | 36   |
| 30   |      |             |        | Ħ        | T       |                    |        |         | $\dagger \dagger$   |            | Ħ       | $\exists \exists$ | $\top$ | $\top$        | Ť      | $\forall$     | $\top$ | Ħ                  | $\top$  | Ħ        | ++            | $\dagger \dagger$ | $\dagger$ | H        | $\top$  |                                  | T                 | $\top$ | $\vdash$ | Ħ         |                                    | H    | $\dashv$        |            | $\dagger \dagger$  |         | 36   |
| 11 1 | II   | 1           | I      | 1 1      | 1       | 1 1                | 1 1 1  | 11      | 1 1   | 1 1        | 1 1     | 1 1               | - 1    | 1 1           | - 1    | 1 1           | 1      | 1 1                | - 1     | 1 1      | 1 1           | 11                | - 1       | 11       | - 1     | 1 1 1                            | 11                |        | 1 1      |           | 1 1                                | 1    | 1 1             | 1          | 1 1                | 1       | 1    |

#### WATER UTILITY SIMPLIFIED CASH JOURNAL

| SALARIES<br>AND<br>WAGES                | PURCHAL              | PUR     | OWER<br>CHASED | CHEMICA  | SUF           | PPLIES<br>AND | REPAIF WAT PLAI | RS OF TER NT E | TRANSPOR<br>TATION<br>EXPENSE: | ADM<br>STRA                     | MINI-                            | OFFICE<br>SUPPLIE<br>AND OTH<br>EXPENS | s       | GENERA                         | AL EXF  |          | EM      | IPLOYE<br>ENSION<br>AND<br>ENEFIT | 1 0     | MISCEI<br>ANEOL<br>GENER<br>XPENS | AI II    | TAXES  | TR/<br>FRI    | ANSFER<br>OM CASI<br>PERATING | S             | ISBURSE                            | MENTS         |         | UTILIT      | Y PLAN   | T<br>AMOUN    | IN IN    | ITERES' PAID | BON                | IDS OR                 | CUSTO DEPO            | OMERS                   |          |         |              |                    |               | T  |
|---|----------------------|---------|----------------|----------|---------------|---------------|-----------------|----------------|--------------------------------|---------------------------------|----------------------------------|--|---------|--------------------------------|---------|----------|---------|-----------------------------------|---------|-----------------------------------|----------|--|---------------|-------------------------------|---------------|------------------------------------|---------------|---------|-------------|----------|---------------|----------|--------------|--------------------|------------------------|-----------------------|-------------------------|----------|---------|--------------|--------------------|---------------|----|
| AND WAGES                               | PURCHA               | PUR     | OWER<br>CHASED |          | SUF           | PPLIES<br>AND | WAT             | RS OF TERNT E  | TRANSPORTATION EXPENSE:        | ADM<br>STRA<br>& CLEI<br>S SALA | MINI-<br>ATIVE<br>RICAL<br>IRIES | OFFICE<br>SUPPLIE<br>AND OTH<br>EXPENS | s       | OUTSIDE                        |         |          | EM      | AND                               | 1 0     | GENER.                            | AI II    |  | TR/<br>FRI    | ANSFER<br>OM CASI             | S             |                                    | MENTS         |         |             |          |               | IN IN    | ITERES'      | r Lo               | IDS OR<br>DANS<br>PAID | CUST(<br>DEP(<br>REFU | OMERS<br>OSITS<br>JNDED |          |         |              |                    |               |    |
| AND WAGES                               | PURCHA:              | PUR     | OWER<br>CHASED |          | SUF           | PPLIES<br>AND | WAT             | RS OF TER NT E | TRANSPOF<br>TATION<br>EXPENSES | ADM<br>STRA<br>& CLE<br>S SALA  | MINI-<br>ATIVE<br>RICAL<br>IRIES | OFFICE<br>SUPPLIE<br>AND OTH<br>EXPENS | ES ES E | OUTSIDE<br>SERVICE:<br>EMPLOYE | S IN    | SURAN    | EM PI   | AND                               | 1 0     | GENER.                            | AI II    | TAXES  | II OP         | ERATING                       | S SA          | LES<br>AX                          |               |         | DESCRIPTION | N        | AMOUN         | IT IN    | ITERES"      | r Lo               | IDS OR<br>DANS<br>PAID | CUST(<br>DEPC<br>REFU | OMERS<br>OSITS<br>JNDED |          |         |              |                    | <del></del>   |    |
| AND WAGES                               | PURCHA               | SED PL  | FOR            | CHEMICA  |               | AND           | WAT             | TER NT E       | TATION<br>EXPENSE:             | & CLEIS SALA                    | RICAL                            | AND OTH<br>EXPENS                      | ES E    | SERVICES                       | S IN    | SURAN    | CE B    | AND                               | 1 0     | GENER.                            | AI II    | TAXES  | II OP         | ERATING                       | G SA          | LES<br>AX                          |               |         | DESCRIPTION | N        | AMOUN         | IT IN    | PAID         | r Lo               | DANS                   | DEP                   | OSITS<br>JNDED          |          |         |              |                    | $\top$        |    |
| 3 3 3 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 | WAIE                 | X PL    | MPING          | CHEMICA  | LS EXP        | ENSES         | PLA             | NI             | EXPENSE                        | S SALA                          | IKIES                            | EXPENS                                 | ESTE    | MPLOYE                         | D E     | XPENS    | EB      | ENEFI                             | IS E.   | XPENS                             | SES      | TAXES  |               | TUND                          | +             | AX I                               |               |         | DESCRIPTION | N        | AMOUN         |          | PAID         |                    | PAID                   | REFL                  | JNDED                   | H        |         |              |                    | Т             |    |
| 5 |                      |         |                |          |               |               |                 |                |                                |                                 |                                  |  |         |                                |         |          | +       |                                   | 1       |                                   |          | +  | - 11          |                               |               | - 1 1                              |               |         |             | - 11     |               |          |              | $\rightarrow$      | -                      | +                     | +                       | Ħ        | $\top$  |              | +                  |               | 1. |
| 5 |                      |         |                |          |               |               |                 |                |                                |                                 |                                  |  |         |                                |         |          | #       | П                                 | +       | $\rightarrow$                     |          |  |               | +                             | $\top$        | $\top$                             |               | Н       |             | _        | $\dashv$      | $\top$   |              |                    |                        |                       |                         |          |         |              |                    |               | +  |
| 5 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 |                      |         |                |          |               |               |                 |                |                                |                                 |                                  |  |         |                                | 1       | Н        | +       |                                   |         |                                   |          | $\pm$  | +             | _                             | $\top$        | $\top$                             |               | $\Box$  |             | _        |               | $\top$   | ++           | $\top$             |                        | +                     | +                       | $\Box$   | $\top$  |              | +                  | +             | 12 |
| 5 |                      |         |                |          |               |               |                 |                |                                |                                 |                                  |  |         | +                              | +       |          |         |                                   | +       | +                                 | $\vdash$ | +  | +             | _                             | +             | +                                  |               |         |             | -        |               | +        | ++           | +                  |                        | +                     | +                       | $\vdash$ | +       |              | +                  | +             | +3 |
| 5                                       |                      |         |                |          |               |               |                 |                |                                |                                 |                                  |  | +       |                                |         |          | +       | +                                 | +       | +                                 |          | +  | 1             | _                             | +             | +                                  |               |         |             | -        |               | $\dashv$ |              | +                  |                        | +                     | +                       | $\vdash$ | +       |              | +                  | ++            | 4  |
| 5                                       |                      |         |                |          |               |               |                 |                |                                |                                 |                                  | $\Box$                                 |         |                                | +       | +        | +       | +                                 | +       | +                                 | $\vdash$ | +  | +             | +                             | +             | +                                  | _             |         |             | $\dashv$ | +             | +        | ++           | +                  | _                      | ++                    | +                       | $\vdash$ | +       | $\vdash$     | ++                 | ++            | 5_ |
| 3                                       |                      |         |                |          |               |               |                 |                |                                | +                               |                                  |  | +       | ++                             | +       | +        | +       | +                                 | +       | +                                 | $\vdash$ | +  | +             | +                             | +             | +                                  |               |         |             | $\dashv$ |               | +        | ++           | +                  | _                      | ++                    | +                       | $\vdash$ | +       |              | ++                 | ++            | 6  |
| 9                                       |                      |         |                |          |               |               | $\vdash$        |                | - 1 - 1                        | 1 1                             | +                                |  | +       |                                | ╁       |          | +       | +                                 | +       | +                                 |          | $\pm$  | -             |                               | +             | +                                  |               | +       |             |          |               | $\perp$  |              | +                  |                        | +                     | +                       | $\vdash$ | +       |              | +                  | ++            | 7  |
|   |                      |         |                |          | $\rightarrow$ |               |                 |                |                                | +                               |                                  |  | +       | +                              | +       | +++      | +       | +                                 | +       | +                                 | $\vdash$ | +  | +             | -                             | +             | +                                  |               |         |             | $\dashv$ |               | +        | ++           | +                  |                        | ++                    | -                       | Н        | +       |              | ++                 | ++            | 8  |
|   |                      |         |                |          |               |               |                 | +              |                                |                                 |                                  |  | +       |                                | ╁       |          | +       | +                                 | +       | +                                 |          | +  | -             |                               |               | +                                  |               | +       |             |          |               | -        |              | +                  |                        | ₩                     |                         | $\vdash$ |         |              | +                  | ++            | 9  |
|   |                      | - 1     |                |          | +             |               | Н               | +              |                                | +                               | +                                |  | -       | +                              | +       |          | +       | +                                 | +       | +                                 |          | 1  | - $$          |                               | +             | +H                                 |               | +       |             | _        |               | -        |              | +                  |                        | ₩                     |                         | Н        | +       |              | +                  | ++            | 10 |
|   |                      | _       |                | $\vdash$ | +             |               | Н               | +              |                                | +                               | +                                |  | +       | +                              | ╁       | +        | +       | +                                 | +       | -                                 | 1        | <i>∌ \</i> (   | - 11 -        | 14                            | +             | +H                                 |               | +       |             | _        | +             | -        | ++           | +                  | _                      | ₩                     |                         | Н        | +       |              | +                  | ++            | 11 |
|   | $\vdash\vdash\vdash$ | +       |                |          | +             |               |                 | +              |                                | +                               |                                  |  | 4       |                                | +       |          | +       |                                   | 4       | M                                 |          | 1 }  |               | Н                             | +             | +                                  |               | H       |             |          |               | +        | ++           | +                  | -                      | ₩                     | -                       | Н        | +       |              | +                  | ++            | 12 |
|   | $\vdash$             | +       |                |          | +             |               |                 | +              |                                | +                               |                                  |  | 4       |                                | ┿       |          | de      |                                   | ¥       | *                                 |          | +  | +             | -                             | +             | +                                  |               | +       |             | -        |               | +        | ++           | +                  | -                      | ₩                     | +                       | $\vdash$ | +       |              | +                  | ++            | 13 |
|   |                      | -       |                |          | +             |               | H               | +              |                                | +                               | $\perp$                          |  | -       | $\perp$                        | +       | +        | \$      | ) 4                               | 1       | +                                 |          | +  | _             |                               | +             | +                                  |               |         |             |          |               | _        | ++           | +                  | _                      | ₩                     |                         | Н        | $\perp$ |              | +                  | +             | 14 |
|   |                      | +       |                |          | +             |               | Н               |                |                                | +                               | $\perp$                          |  | 4       |                                | +       |          | -[-     | ++                                | +       | +                                 |          | +  | _             | -                             | $\perp$       | -                                  |               | $\perp$ |             |          |               | _        |              | +                  |                        | ₩                     | _                       | $\vdash$ |         |              | +                  | ++            | 15 |
| 3                                       |                      | +       |                |          | +             |               | Н-              | $\perp$        |                                | +                               |                                  |  | 4       | $\perp$                        | +       | +        | +       | +                                 | +       | +                                 | $\vdash$ | +  | _             | -                             | $\perp$       | $\dashv$                           |               | $\perp$ |             | -        |               | _        | ++           | +                  | _                      | ₩                     | _                       | Н        | $\perp$ |              | ++                 | +             | 16 |
|   |                      | +       |                |          | +             |               | ш               | $\perp$        |                                | +                               |                                  |  | 4       | $\perp$                        | +       | $\perp$  | +       | +                                 | +       | +                                 | $\vdash$ | $\perp$  | _             | -                             | $\perp$       | $\dashv$                           |               | $\perp$ |             | -        |               | _        | ++           | +                  | _                      | ₩                     | _                       | Н        | $\perp$ |              | ++                 | +             | 17 |
|   |                      | _       |                |          | $\perp$       |               |                 |                |                                |                                 |                                  |  | _       |                                | _       |          | $\perp$ | $\perp$                           | _       | $\perp$                           |          | $\perp$  | 4             |                               | $\perp$       |                                    |               |         |             | _        |               | _        |              | ш                  |                        | ₩                     |                         | ш        |         |              | $\perp \downarrow$ | $\perp$       | 18 |
|   |                      |         |                |          | ш             |               |                 |                |                                |                                 |                                  |  | 4       |                                | 4       |          | _       |                                   | 4       |                                   |          |  | _             |                               | $\perp$       | $\perp$                            |               | Ш       |             |          |               | _        |              | Ш                  |                        | ₩                     |                         | ш        | Ш       |              | $\perp \downarrow$ | $\perp \perp$ | 19 |
|   |                      |         |                |          | ш             |               |                 |                |                                |                                 |                                  |  | 4       |                                | 4       |          | _       |                                   | 4       |                                   |          |  |               |                               | $\perp$       | $\perp$                            |               | Ш       |             |          |               | _        |              | Ш                  |                        | ₩                     |                         | ш        | Ш       |              | $\perp \downarrow$ | $\perp \perp$ | 20 |
|   | Ш                    | $\perp$ |                |          | ш             |               |                 |                |                                |                                 |                                  |  |         |                                | _       |          | $\perp$ |                                   | _       | $\perp$                           |          |  | _             |                               |               | $\perp$                            |               |         |             |          |               | _        |              | Ш                  |                        | $\sqcup$              |                         | ш        |         |              | $\perp \downarrow$ |               | 21 |
|   | Ш                    | $\perp$ |                |          | ш             |               |                 |                |                                |                                 |                                  |  |         |                                | _       |          | _       |                                   | _       | $\perp$                           | Ш        |  | _             |                               |               | $\perp$                            |               |         |             |          |               | _        | Ш            | Ш                  |                        | $\sqcup$              |                         | ш        |         |              | $\perp \downarrow$ | $\perp \perp$ | 22 |
|   |                      |         |                |          |               |               |                 |                |                                |                                 |                                  |  |         |                                | $\perp$ |          | $\perp$ |                                   | _       |                                   |          |  |               |                               |               |                                    |               |         |             |          |               |          |              |                    |                        | Ш                     |                         | ш        |         |              | Ш                  | $\perp$       | 23 |
|   | Щ                    |         |                | Ш        |               |               | Щ               | Щ              |                                | $\perp$                         | Щ                                |  | _       | $\perp$                        |         | $\perp$  |         | Ш                                 |         | $\perp$                           |          | $\perp$  |               | ш                             | $\perp$       |                                    |               | Щ       |             |          | $\perp$       |          | $\sqcup$     | 1                  |                        | $\bot\!\!\!\!\bot$    |                         | Ш        | Щ       | $oxed{oxed}$ | Щ                  | $\bot$        | 24 |
| 5                                       | Ш                    | $\perp$ |                |          |               |               |                 |                |                                |                                 |                                  |  |         |                                |         |          |         |                                   |         |                                   |          |  |               |                               |               | $\perp \! \! \perp \! \! \! \perp$ |               |         |             |          |               |          |              |                    |                        | Ш                     |                         | Ш        |         |              | Ш                  | $\perp \perp$ | 25 |
| s .                                     | Ш                    | $\perp$ |                |          | $\perp$       |               |                 |                |                                |                                 |                                  |  |         |                                |         |          |         |                                   |         |                                   |          |  |               |                               |               | $\perp \! \! \perp \! \! \! \perp$ |               |         |             |          |               | $\perp$  |              | Ш                  |                        | Ш                     |                         | Ш        |         |              | Ш                  | $\perp \perp$ | 26 |
|   |                      |         |                |          |               |               |                 |                |                                |                                 |                                  |  |         |                                | ┸       |          |         |                                   | $\perp$ |                                   |          |  |               |                               |               |                                    |               |         |             |          |               |          |              |                    |                        | Ш                     |                         | Ш        |         |              |                    |               | 27 |
|   |                      |         |                |          |               |               |                 |                |                                |                                 |                                  |  |         |                                |         |          |         |                                   |         |                                   |          |  |               |                               |               |                                    |               |         |             |          |               |          |              |                    |                        | Ш                     |                         |          |         |              |                    |               | 28 |
|   |                      |         |                |          |               |               |                 |                |                                |                                 |                                  |  |         |                                |         |          |         |                                   |         |                                   |          |  |               |                               |               |                                    |               |         |             |          |               |          |              |                    |                        | Ш                     |                         |          |         |              |                    |               | 29 |
|   |                      |         |                |          |               |               |                 |                |                                |                                 |                                  |  |         |                                |         |          |         | $\Box$                            |         |                                   |          |  |               |                               |               |                                    |               | Ш       |             |          |               |          |              |                    |                        |                       |                         |          |         |              |                    |               | 30 |
|   |                      |         |                |          |               |               |                 |                |                                |                                 |                                  |  |         |                                |         | $\prod$  |         | $\prod$                           |         |                                   |          | $\perp \! \! \perp \! \! \! \perp \! \! \! \! \! \! \! \! \! \! \! \!$ |               |                               |               | $\bot$ $\bot$ $\top$               |               |         |             |          |               |          |              | $oldsymbol{\perp}$ |                        |                       |                         | Ш        |         |              |                    |               | 31 |
|   |                      |         |                |          |               |               |                 |                |                                |                                 |                                  |  |         |                                |         | $\prod$  |         | $\prod$                           |         |                                   |          | $\perp \perp \uparrow$   |               |                               |               |                                    |               |         |             |          |               |          |              | $oldsymbol{\perp}$ |                        |                       |                         | Ш        |         |              |                    |               | 32 |
| 3                                       |                      |         |                |          | $\Box$        |               |                 |                |                                |                                 |                                  |  |         |                                |         |          | Τ       |                                   |         |                                   |          |  |               |                               |               |                                    |               |         |             |          |               |          |              |                    |                        |                       |                         |          |         |              |                    |               | 33 |
|   |                      |         |                |          |               |               |                 |                |                                |                                 |                                  |  |         |                                |         |          |         |                                   |         |                                   |          |  |               |                               |               |                                    |               | П       |             |          |               |          |              |                    |                        | П                     |                         |          |         |              | П                  | П             | 34 |
|   |                      |         |                |          |               |               |                 |                |                                |                                 |                                  |  |         |                                |         |          |         | П                                 |         |                                   |          |  |               |                               |               |                                    |               |         |             |          |               |          |              |                    |                        |                       |                         |          | П       |              |                    |               | 35 |
|   | Ш                    |         |                | ПП       | $\sqcap$      |               |                 | T              |                                | Ħ                               |                                  |  | T       |                                | T       | $\sqcap$ | T       | П                                 | T       |                                   |          | Ħ  |               |                               | T             | Τİ                                 |               | П       |             |          |               |          |              | T                  |                        | $\prod$               |                         |          | П       |              | T                  | $\Box$        | 36 |
|   | Ш                    | T       |                | ПП       | T             |               |                 | Πİ             |                                | T                               | П                                |  | T       | $\top$                         | Ť       |          | ┰       | T                                 | T       |                                   |          | $\rightarrow$  | $\lnot \lnot$ | _                             | $\Rightarrow$ | $\rightarrow$                      | $\overline{}$ |         |             |          | $\overline{}$ |          | _            | $\rightarrow$      | $\overline{}$          | $\rightarrow$         | $\overline{}$           |          | T       | T            | T                  | $\top$        | 一  |

General Form No. 369 (1995)

#### GENERAL FIXED ASSET ACCOUNT GROUP

| FUND                   |  |
|------------------------|--|
| DEPARTMENT OR BUILDING |  |

|            |                      |        |                   |                     |                      |                             | Amount                     |      | Types     | s of General Fixed         | Assets           |                 |                |
|------------|----------------------|--------|-------------------|---------------------|----------------------|-----------------------------|----------------------------|------|-----------|----------------------------|------------------|-----------------|----------------|
| Date<br>of |                      | Serial |                   | Original<br>Cost of | Estimated<br>Life of | Date of<br>Disposal of      | Received on<br>Disposal or |      |           | Improvements<br>Other Than | Machinery<br>and | Construction in | Total<br>Fixed |
| Purchase   | Description of Asset | Number | Location of Asset | Asset               | Asset                | Fixed Asset                 | Trade in                   | Land | Buildings | Buildings                  | Equipment        | Progress        | Assets         |
| 1          |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 2          |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 3          |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 4          |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 5          |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 6          |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 7          |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 8          |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 9          |                      |        |                   |                     |                      |                             | _                          |      |           |                            |                  |                 |                |
| 10         |                      |        |                   |                     |                      | 1                           | 14                         |      |           |                            |                  |                 |                |
| 11         |                      |        |                   |                     |                      | $\mathcal{L}_{\mathcal{O}}$ |                            |      |           |                            |                  |                 |                |
| 12         |                      |        |                   |                     | . 1                  |                             |                            |      |           |                            |                  |                 |                |
| 13         |                      |        |                   |                     | 1                    |                             |                            |      |           |                            |                  |                 |                |
| 14         |                      |        |                   | 5                   |                      |                             |                            |      |           |                            |                  |                 |                |
| 15         |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 16         |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 17         |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 18         |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 19         |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
|            |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 20         |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 21         |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 22         |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 23         |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 24         |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 25         |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 26         |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 27         |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 28         |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 29         |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |
| 30         |                      |        |                   |                     |                      |                             |                            |      |           |                            |                  |                 |                |

| HRS<br>W'K'D' | GROSS PAY                  | FEDERAL<br>WITH. TAX | SOCIAL<br>SECURITY     | MEDICARE                               | STATE<br>WITH. TAX | INSURANCE        |      | NET PAY | PERIOD<br>ENDING | EMPLOYEE<br>DETACH<br>BEFORE |
|---------------|----------------------------|----------------------|------------------------|--|--------------------|------------------|------|---------|------------------|------------------------------|
| Prescribed b  |                            | \$\$                 | -                      | —————————————————————————————————————— |                    | FUND L<br>strict | E No |         | Form No.         | 219 (Rev. 1993)              |
|               | ARRANT VOID TWO (2) YE.    |                      | Pay to the<br>Order of |  | 10 10              | _, 20            |      |         |                  | \$                           |
|               | IUNITY STAT<br>ROOK, INDIA |                      |                        |  |                    |                  |      |         | 100              | _Dollars                     |
|               |                            |                      |                        |  |                    |                  |      |         |                  | SCAL OFFICER                 |